

## PRE-PROPOSAL CONFERENCE

TITLE: RFP03-627111-12

SUBJECT: Fire Alarm Systems – Testing, Inspections, Annual Maintenance and Repairs

A pre-proposal conference will be held on February 20, 2003, at 10:00 A.M. at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia. The pre-proposal conference will be in Suite 123, Room 123C. All Offerors are urged to attend.

### DIRECTIONS TO GOVERNMENT CENTER:

From Rt. 66: Take Exit 55B - Fairfax County Parkway, Rt. 7100, North towards Herndon/Reston. At first traffic light, right onto Fairlakes Parkway. At third light, right onto Monument Drive. At second light, turn right onto Government Center Parkway. Left into parking lot. Suite 123 is opposite the Cafeteria on the first floor.

Phone number for the Department of Purchasing and Supply Management is (703) 324-3201.



# FAIRFAX COUNTY

## DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

12000 GOVERNMENT CENTER PARKWAY, SUITE 427

FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

V I R G I N I A

TELEPHONE: (703) 324-3201 FAX: (703) 324-3223 TTY: 1-800-828-1140

ISSUE DATE: January 31, 2003	REQUEST FOR PROPOSAL NUMBER: 03-627111-12	FOR: Fire Alarm Systems – Testing, Inspections, Annual Maintenance and Repairs
AGENCY: Fairfax County Public Schools	DATE/TIME OF CLOSING: March 13, 2003 @ 10:00 A.M.	<b>CONTRACT ADMINISTRATOR: Loretta Robertson Saxe 703-324-3269; email to Loretta.Saxe@fairfaxcounty.gov</b>

**Proposal** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

NOTE: Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

### NAME AND ADDRESS OF FIRM:

Telephone/Fax No.: \_\_\_\_\_

Va. State Contractor's License No.: \_\_\_\_\_

Federal Employer Identification No or \_\_\_\_\_

Federal Social Security No. \_\_\_\_\_

(Sole Proprietor) \_\_\_\_\_

Prompt Payment Discount: \_\_\_\_% for payment within \_\_\_\_days/net \_\_\_\_days

Fairfax Business Prof. & Occupational \_\_\_\_\_

Licensing (BPOL) Tax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

CHECK ONE: ☐ INDIVIDUAL

☐ PARTNERSHIP

☐ CORPORATION

State in which Incorporated: \_\_\_\_\_

Vendor Legally Authorized Signature

Title

Print Name

Date

**By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in Paragraph 64 of the General Conditions and Instructions to Bidders, regarding financial disclosure requirements.**

Sealed proposals subject to terms and conditions of this Request for Proposal, will be received at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035 until time/date specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the offeror.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION



(DPSM32) (rev 12/01)

## **SPECIAL PROVISIONS**

### **1. SCOPE OF CONTRACT:**

- 1.1 The purpose of this Request for Proposal is to enter into a contract with a qualified firm(s) to perform Testing, Inspections and Annual Maintenance of the Fire Alarm Systems in Fairfax County Public Schools (FCPS) owned facilities. The Contractor shall also provide an "as required" source for augmentation of FCPS maintenance personnel in performing repairs. All work shall be executed in accordance with the terms and conditions of this Request for Proposal and in compliance with requirements set forth in the National Fire Protection Association's National Fire Alarm Code (NFPA 72), 1996 edition.
- 1.2 Qualified Offerors are encouraged to submit their proposals to provide *Testing, Inspections, Annual Maintenance and Repair* services for all FCPS owned equipment as listed in this RFP, or to be added by amendment. The offerors' proposal shall include both a Technical Proposal and a Business Proposal, as indicated in the instructions of this RFP. The County encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides.
- 1.3 **COMMUNICATIONS PRIOR TO CONTRACT AWARD:** Offeror shall direct all communications in writing to the attention of Loretta Saxe, Contract Administrator, Department of Purchasing and Supply Management, or by email at Loretta.Saxe@fairfaxcounty.gov. Communications with officials, other than the Contract Administrator, may compromise the competitiveness of this acquisition and result in cancellation of the solicitation.
- 1.4 Please be advised that paramount consideration shall be given to the evaluation of the Technical Proposals. Evaluation factors, other than cost or price, when combined, are significantly more important than cost. However, the County will make the award to the highest rated Offeror(s), cost and other factors considered.
- 1.5 Offerors must have been in business a minimum of five (5) years and are required to have, at a minimum, five (5) years continuous experience, prior to the date of submission of their proposal, in the management and operation of a business engaged in providing project work, maintenance, testing, inspections and repair services for fire alarm systems and actually engaged in providing these services to commercial accounts under contract. Offerors must have a thorough knowledge of fire alarm systems electronics and electricity to service and maintain equipment of similar type and complexity as those listed in Appendix C, Inventory List of Fire Alarm Systems. In addition, the Contractor shall have computer and software capabilities to program all types of addressable fire alarm systems.
- 1.6 The successful Offeror shall be responsible for providing all labor, tools, original equipment manufacture (OEM) materials and repair parts, test equipment, and devices to perform all testing, inspections and annual maintenance, and to provide "as required" repair services to maintain FCPS owned fire alarm systems in safe, reliable and efficient operating condition seven days a week, to include 24 hour call-back service. Offerors must have the staff resources to perform multiple (7 or more) assignments simultaneously, 24 hours a day, 7 days a week.
- 1.7 The Contractor shall assume full responsibility for the condition of all components of the fire alarm systems without items being pro-rated.

### **2. PRE-PROPOSAL CONFERENCE:**

- 2.1 A pre-proposal conference will be held on February 20, 2003 at 10:00 A.M., at the Fairfax County Government Center, 12000 Government Center Parkway, Suite 123, Conference Room 123C, Fairfax, Virginia.

SPECIAL PROVISIONS, continued

2.2 The purpose of the pre-proposal conference is to give potential Offerors an opportunity to ask questions and to obtain clarification about any aspect of this Request for Proposal.

2.3 Attendees requiring special services are asked to provide their requirements to the County one-week in advance to allow for accommodation.

3. BACKGROUND:

3.1 FCPS utilizes the following types of fire alarm systems in their facilities. To improve and enhance systems maintenance and repair services, FCPS has divided the different systems into three major groups.

- Group 1: Edwards
- Group 2: Notifier
- Group 3: Simplex, Standard, Pyrotronics, IBM, Ellenco, Faraday and FIC

3.2 In the past, the County has contracted for fire alarm systems maintenance services through an Invitation for Bid (IFB) process. The County will now procure these services through a Request for Proposal (RFP) process. The RFP process will allow the County to more thoroughly review the experience, qualifications, services, and costs for services offered by prospective fire alarm systems contractors.

3.3 Multiple Contractors are currently providing preventive maintenance, repair services, and the testing, and inspections with the Fire Marshal, of FCPS fire alarm systems in accordance with the requirements of the National Fire Protection Association's National Fire Alarm Code (NFPA 72), 1996 edition.

3.4 Fire alarm inspections with the Fire Marshal are being conducted in accordance with the "FIRE ALARM INSPECTION WITH FIRE MARSHAL PROCEDURES" included in the Technical Specifications Section of the Special Provisions.

3.5 Repairs and callbacks, outside the scope of routine preventive maintenance, are performed in accordance with the "FIRE ALARM EVENT PROCEDURES" included in the Technical Specifications Section of the Special Provisions.

4. DEFINITIONS:

4.1 For the purpose of this RFP, the following words and phrases shall have the meanings given:

- **Callout** shall mean emergency response and repair service. Such service shall be available 24 hours per day, 7 days a week, including general County holidays. In providing callout service, the Contractor has the obligation to respond to calls with a qualified Fire Alarm Technician, within a 2 hour period after receipt of call (ARO).
- **Contract Administrator** shall mean the County's representative for the Department of Purchasing and Supply Management concerning contractual matters of this RFP.
- **Contractor** and **Offeror** shall mean any corporation, partnership, business, or individual engaged in the business installation, maintenance, repairs, and alteration of fire alarm systems.
- **County's Contract Manager** shall mean the FCPS Contract Managers who represent the Fairfax County Public Schools in duties, acting personally or through his representative for the purpose of this contract.

SPECIAL PROVISIONS, continued

- **Equipment** shall mean all parts and peripherals which make up the complete Fire Alarm System.
- **Extra Work** shall mean additional charge for work outside the scope of Testing, Annual Maintenance and Inspections with Fire Marshal. (Repairs due to vandalism, equipment abuse, or causes beyond the Contractor's control Weather, Act of War, equipment enhancements, etc.).
- **General County Holidays** shall mean New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving (Thursday & Friday), half-day Christmas Eve, and Christmas Day.
- **Fire Alarm Technician** shall mean an individual who has a minimum five- (5) years experience in the field of fire alarm systems maintenance, troubleshooting and repair. Fire Alarm Technicians shall possess, at a minimum, Level II Certification in Fire Alarm and/or Special Hazard Systems by the National Institute for Certification in Engineering Technologies (NICET).
- **Principle Contract Manager** shall mean the contractor's representative responsible for overall implementation of the contract and key contact for technical aspects of the contract, or his successor in duties, acting personally or through his representative for the purpose of this contract.
- **Working Hours – Regular:** under this contract shall be the hours between 7:00 a.m. and 3:30 p.m., Monday through Friday, excluding general County holidays.
- **Working Hours – Overtime:** under this contract shall be the hours between 3:30 p.m. and 7:00 a.m., Monday through Friday, and all day Saturday, Sunday, and general County holidays.

5. FAIRFAX COUNTY CONSTRUCTION SAFETY RESOLUTION:

The Contractor shall comply with the resolution adopted by the Fairfax County Board of Supervisors on January 28, 1980, and modified on February 24, 1992, and March 13, 1995, as follows:

- 5.1 It shall be required that each bid submitted to the County for a contract for construction, alteration, and/or repairs, including painting or decorating, of a building, highway, street, bridge, sidewalk, culvert, sewer, excavation, grading, or any other construction, include a list of all the following safety violations which have become final in the three years prior to the bid submission:
- A. Willful violations, violations for failure to abate, or repeated violations, for which the bidder was cited by (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the Occupational Safety and Health Plan of any other state; or
  - B. Three (3) or more serious construction safety violations for which the bidder was cited by the (a) United States Occupational Safety and Health Administration; or (b) the Virginia Occupational Safety and Health Administration; or (c) the Occupational Safety and Health Plan from any other state.

SPECIAL PROVISIONS, continued

- C. Termination of a contract between the contractor and the County by the Purchasing Agent or his designee for safety violations.

If the bidder has not received or been the subject of any such violations in the three years prior to the bid submission, then the bidder shall so indicate by certification of Safety Violations. The bidder will also indicate on this form each state in which work was performed in the three (3) years prior to bid submission.

- 5.2 No County construction contract, as discussed above, may be bid on by any bidder or contractor who has been the subject of any citations for the type and number of violations listed in paragraph 5.1, above, which have become final within three years prior to bid submission.
- A. Notwithstanding the language of paragraph 5.2, above, any bidder or contractor who has been the subject of a violation, as described in paragraph 5.1A, which has become final within three (3) years prior to bid submission, may bid, after a mandatory waiting period of twelve (12) months from the date the violation became final, if the bidder or contractor meets the eligibility criteria set forth in paragraph 5.4, below.
- B. Notwithstanding the language of paragraph 5.2, above, any bidder or contractor who has been the subject of three (3) or more serious violations, as described in paragraph 5.1B, for a period of three (3) years following the date that last violation became final, may not bid unless after a twelve (12) month period, it demonstrates to the satisfaction of the County that it has taken all reasonable and appropriate steps to prevent a recurrence of such a violation.
- C. Any bidder or contractor who has previously been terminated from a County contract as described in paragraph 5.1C for a period of three (3) years following termination, unless after a twelve (12) month period, the bidder or contractor demonstrates to the satisfaction of the County that it has taken all reasonable and appropriate steps to prevent a recurrence of such a violation.
- 5.3 Prior to bidding on a project under the provisions of paragraph 5.2, above, a contractor may request that a determination be made by the County's Purchasing Agent or designee, regarding its eligibility to submit a bid on a contract under the terms of this resolution. However, this request for determination and any subsequent adjudication process must be completed prior to submitting a bid on any project and the request for determination must be received no later than twenty-one (21) days before bids are due unless otherwise stated in the Advertisement for Bid.
- 5.4 At the request of the Purchasing Agent or designee, the County Risk Manager shall evaluate a contractor's eligibility. The criteria used by the Risk Manager in reviewing the corrective action taken by a bidder or contractor to prevent the recurrence of safety violations shall include but not be limited to the following:
- Does the firm have an established safety program? If so, how long has it been in existence?
  - Does the firm incorporate safety and health related issues into their new employee orientation programs?
  - Does the firm include work safety as a part of an employee's performance evaluation?
  - To what degree does senior corporate management support safety related matters?

SPECIAL PROVISIONS, continued

Does the firm have a safety policy statement signed by a member of senior corporate management?

- Does the firm have a full time Safety Manager? Does this person report to a high level, authoritative position within the Company?
- Are safety inspections conducted at work sites? If so, how often and by whom?
- Are safety training programs conducted for employees? If so, how often and by whom?
- Are safety "tailgate meetings" conducted by the firm? If so, how frequently?
- Does the firm have a visibly active safety committee? If so, how often does it meet? Who serves on the committee?
- Is the firm an active member of a recognized construction safety organization in the Washington Metropolitan Area, or in the state of contractor's domicile?
- What is the firm's Workers' Compensation Experience Modification Factor? Are there any evident trends?

The determination rendered by the Purchasing Agent or his designee shall be final unless it is appealed in accordance with the provisions of the solicitation or the Fairfax County Purchasing Resolution.

- 5.5 It shall be a condition of each County construction contract, as discussed above, that no Contractor or Subcontractor contracting for any part of the contract work shall require any laborer, mechanic, or other person employed in the performance of the contract to work in surroundings or under working conditions which are hazardous or dangerous to his safety, as determined under construction safety standards promulgated by the U.S. Department of Labor or the Virginia Department of Labor and Industry.
- 5.6 No contractor awarded a County construction contract shall knowingly employ or contract with any person, company, or corporation for services pursuant to that contract if such person, company, or corporation could not have been awarded such contract due to the restrictions in paragraph 5.2, above

6. STATE REGISTRATION OF CONTRACTOR:

- 6.1 If a contract is for seventy thousand dollars (\$70,000) or more, or if the total value of all construction, removal, repair or improvements undertaken by the bidder within any twelve-month period is five hundred thousand dollars (\$500,000) or more, the bidder is required under Title 54, Chapter 11, Code of Virginia (1950), as amended, to show evidence of being licensed as a "Class A Contractor". **(Non Virginia licenses are not acceptable.)** If a contract is seventy five hundred (\$7,500) dollars or more but less than seventy thousand dollars (\$70,000), the bidder is required to show evidence of being licensed as a "Class B Contractor". If a contract is one thousand dollars (\$1,000) or more but less than seventy five hundred dollars (\$7,500), the bidder is required to show evidence of being licensed as a "Class C Contractor". **Due to the estimated annual value of the resultant contract, a class A license is required. The Code of Virginia does not allow an unlicensed contractor to submit a bid where the resultant contract will require a license. The Offeror shall provide a copy of the license**

7. TASKS TO BE PERFORMED:

- 7.1 Contractor(s) shall provide Testing, Inspections, Annual Maintenance, and augmentation of FCPS staff for Repairs, of existing Fire Alarm Systems, including seven (7) day, 24 hour call-

SPECIAL PROVISIONS, continued

back service. Contractor(s) shall supply services to maintain the fire alarm systems in safe, reliable and efficient operating condition. The Contractor supplied services shall include furnishing necessary managerial, administration and direct labor personnel, and also shall include furnishing all necessary transportation, equipment, tools, OEM repair parts, supplies and materials required to perform testing, inspections, annual maintenance and repairs, as required, to maintain the fire alarm systems in accordance with the manufacturer's specifications, and the NFPA 72 Code. Contractors shall be responsible for the installation and implementation of software upgrades for each system within their awarded group(s). The Contractor shall schedule all routine maintenance and repair work during regular County working hours which are defined as 7:00 a.m. to 3:30 p.m. Monday through Friday excluding general County holidays, unless approved in advance by the County's Contract Manager.

**SEE TECHNICAL SPECIFICATIONS****8. TECHNICAL PROPOSAL SECTION INSTRUCTIONS:**

8.1 The safe, reliable and efficient operating condition of the FCPS fire alarm systems is essential; therefore, the technical portion of the proposal will be an important consideration in the award of this contract. Offerors shall submit the Technical Proposal separately bound from the Business Proposal. The Technical Proposal should include detail to fully reflect a clear understanding of the scope of work, explain the approach and method of performing the work, and must include information on how the work will be organized, staffed, and managed.

## 8.2. Understanding of the Requirements.

A. Statement and discussion of the requirements as they are analyzed by the offeror.

B. Offeror's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving objectives of the project. Describe in detail the methodologies you will use for the contract, indicate your level of experience with each; identify areas of anticipated difficulties and any unusual expenses you anticipate. The successful Offeror will be responsible for and shall perform Testing, Inspections, Annual Maintenance and Repairs of FCPS Fire Alarm Systems.

## 8.3 Treatment of the Issues:

In this section, the Offeror may also comment, if deemed appropriate, on any aspect of the Request for Proposal, including suggestions on possible alternative approaches to the coverage, definition, development, and organization of the issues presented in the "Technical Specifications" section, and may propose alternative approaches.

## 8.4 Statement of Qualifications:

The statement of Qualifications must include a description of organizational and staff experience, performance history, resumes of proposed staff, and pertinent contacts.

A. Date when the firm was organized and/or incorporated. Include a copy of the firm's annual report or financial statement.

B. Organizational and Staff Experience: Offerors must have been in business a minimum of five (5) years and are required to have, at a minimum, five (5) years continuous experience, prior to the date of submission of their proposal, in the management and operation of a business engaged in providing project work, maintenance, testing, inspections and repair services for fire alarm systems, and actually engaged in providing these services to commercial accounts under contract. Offerors must have a thorough



SPECIAL PROVISIONS, continued

knowledge of fire alarm systems electronics and electricity to service and maintain equipment of similar type and complexity as those listed in Appendix C, Inventory List of Fire Alarm Systems. In addition, the Contractor shall have computer and software capabilities to program all types of addressable fire alarm systems. Offerors must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include direct experience with the specific subject matter.

a. Experience and qualifications of personnel who will be assigned for direct work on this program.

1) Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs.

(a) Submit a complete list of all employees, to be utilized in carrying out the performance of this contract. The list shall include the following information. The Contractor will be required to maintain the list to be current throughout the life of the contract, and to submit a copy of the list to FCPS on no less than a quarterly basis.

- The name and address of the employee
- Employee's craft/position (i.e. Fire Alarm Technician, Helper, etc.)
- The level of experience of each Fire Alarm Technician and Helper that would be assigned to this contract and list their experience with various fire alarm systems manufacturers' equipment
- **Evidence** of Level II Certification in Fire Alarm and/or Hazard Systems, by the NICET for each Fire Alarm Technician that would work on, install, maintain or otherwise repair any system under this contract.
- Other data deemed by the Contractor to be necessary

2) Special mention shall be made of direct supervisors and key technical personnel; their role to insure the personnel under them have a full understanding of the work to be performed as well as their role to insure a high level of quality performance from their personnel, and the approximate percentage of the total time each will be available for this program.

3) Include a description of organizational and staff experience, and provide resumes of proposed staff. Resumes of all key personnel are required. Each resume must indicate the educational background, experience, and specific or technical accomplishments. Resumes should not exceed two pages.

4) The key personnel named in the technical proposal will remain responsible throughout the period of this contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval being granted by the County Purchasing Agent.

5) Principal Contract Manager: List the name of the Principal Contract Manager responsible for overall implementation of the contract and key contact of the contract. Even though there may be co-Contract Managers, identify the Principal Contract Manager who will be responsible for the overall implementation of any awarded contract. Discuss the qualifications, experience, and accomplishments

SPECIAL PROVISIONS, continued

of the Principal Contract Manager. State the estimated time to be spent on the contract, their proposed duties, and the areas or phases for which they will be responsible.

- 6) Fire Alarm Technicians: The Fire Alarm Technicians that are providing maintenance and repairs of fire alarm systems under this contract shall have successfully completed industry-accredited courses covering maintenance and repairs of fire alarm systems, and possess, at a minimum, Level II Certification in Fire Alarm and/or Hazard Systems by NICET. Fire Alarm Technicians must possess a minimum of five (5) years experience maintaining fire alarm systems of similar type and complexity to those covered under this Contract. The County must be notified of any changes of technicians. New staff must meet the experience requirements.
  - 7) Fire Alarm Helper: The Fire Alarm Helper shall have at a minimum three- (3) years experience in the maintenance of fire alarm systems, and other equipment of similar type and complexity comparable to those covered under this Contract. The duties of the Fire Alarm Helper shall include, but not be limited to, assisting the Fire Alarm Technician in the inspection, servicing and repair of all components of fire alarm systems, and working independently while performing sub-technician level work.
- C. Subcontractors/Consultants: Full-time and part-time subcontractors who will be assigned direct work on this project should be identified. The technical areas, character and extent of participation by any subcontractor or consultant must be indicated and the anticipated sources be identified. For all proposed personnel who are not currently members of the Offeror's staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement. Commitment letters for use of consultants and other personnel to be hired must include:
- The specific items or expertise they will provide.
  - Their availability to the contract and the amount of time anticipated.
  - Willingness to act as a consultant.
- a. Resumes of full-time and part-time subcontractors and proposed Consultants are required which will indicate education, background, recent relevant experience with the subject matter of the project. Current telephone numbers must be included.
  - b. List all other professional personnel who will be participating in the contract. Discuss the qualifications, experience, and accomplishments. State the estimated time each will spend on the contract, proposed duties on the contract, and the areas or phases for which each will be responsible.
- D. Facilities and Resources: List/describe all facilities and resources available for this contract, including any equipment. The contractor must maintain a sufficient inventory of OEM parts to perform the proper work on the various manufacturers' equipment listed within this solicitation. The contractor shall submit with their Technical Proposal an explanation of how they will provide OEM parts, what types of OEM parts they maintain in inventory, and what types of OEM parts they must obtain from supply houses and how long it takes to acquire those parts. Attention must be shown to having OEM parts immediately available to reduce shut down time.
- E. Other Considerations: Record and discuss specific factors not included elsewhere that

SPECIAL PROVISIONS, continued

support your proposal. Using specifically titled subparagraphs, items may include:

- a. Any agreements and/or arrangements with subcontractor(s). Provide as much detail as necessary to explain how the performance, under this contract, will be accomplished within this working relationship.
  - b. Unique arrangements which none or very few organizations are likely to have which is advantageous for effective implementation of this contract.
  - c. Equipment and unusual operating procedures established to protect personnel from hazards associated with this contract.
- F. A staffing plan is required to be provided which describes the Offeror's proposed staff distribution to accomplish this work. The staffing plan should indicate the time commitment of each professional staff member. It is mandatory that this section identify the key personnel who are to work on the contract; their relationship to the contracting organization, and amount of time to be devoted to the contract. This includes Consultants as well as regular employees of the Offeror, if relevant.
- G. References: Special notation must be made of similar or related programs performed and must include organization names, addresses, name of contact persons, and telephone numbers for each reference. *Fairfax County Government and Fairfax County Public Schools, to include all agencies and authorities, shall be considered as a single entity (one reference) for the purpose of these references.*

8.5 Offerors are required to include the completed and notarized Safety Violations Certificate with their Technical Proposal.

9. ADDITIONAL TECHNICAL PROPOSAL INFORMATION:

- 9.1 Proposals which merely offer to conduct a program in accordance with the requirements of the County's scope of work will not be eligible for award. The Offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the contract objectives.
- 9.2 The technical evaluation will be conducted in accordance with the technical evaluation criteria by an initial review panel. The evaluation criteria may be weighted. This evaluation will produce a numerical score (points) which is based upon information contained in the Offeror's proposal only.

10. BUSINESS SECTION PROPOSAL INSTRUCTIONS:

- 10.1 The offeror must submit, as a minimum, a cost proposal, separately bound, fully supported by cost and pricing data, adequate to establish the reasonableness of the proposed fee. Appendix B must be used in completing the business proposal. Offerors must provide the cost, separately for each location, and a total for each Group.

11. PRICING AND PRICE ADJUSTMENT:

- 11.1 The subsequent contract will be a firm fixed price contract. Pricing will be in accordance with the requirements of the final contract. Rates entered for Annual Testing, Inspections with Fire Marshal and Annual Maintenance shall include all charges that may be imposed in fulfilling the terms of this contract
- 11.2 Successful Offeror(s) shall be required to provide Annual Testing, Inspections with Fire

SPECIAL PROVISIONS, continued

Marshal and Annual Maintenance for individual components of manufacturers other than the one listed for the facility. Offerors shall take into account the additional manufacturer's equipment when submitting their prices for the facilities on the pricing schedule where additional manufacturer's equipment is indicated.

- 11.3 Labor rates specified for "EXTRA WORK" performed outside the scope of Testing, Inspections with Fire Marshal, and Annual Maintenance, will be paid on the basis of time at the job site as identified in the Pricing Schedule and shall be F.O.B. Destination and shall include all direct and indirect overhead costs such as transportation, supervision, general and administrative costs, etc.
- 11.4 The Successful Offeror may be required to provide materials, equipment rental and subcontractors to fulfill the specific requirements of this contract. If the successful Offeror provides materials, equipment rental and subcontractors, the compensation will be based on the actual cost of the materials, equipment rental and subcontractors, with a mark-up equal to the percentages shown below. No additional costs of any kind will be allowed.

Materials markup:	<u>15%</u>
Equipment Rental markup:	<u>10%</u>
Subcontractors markup:	<u>5%</u>

- 11.5 For Offerors who can provide repair or replacement parts under Part 2, the percentage discounts off manufacturer's lists or retail price sheets, offered for the purchase of parts, shall be F.O.B. Destination, and shall include all direct and indirect overhead costs such as transportation, project supervision, and general and administrative costs, etc. The percentage discount must be a single percentage discount applicable to all fire alarm components for a specific manufacturer. The percentage discounts shall remain firm for the duration of the contract.
- 11.6 The Contractor agrees that prices shall remain firm for 365 days from the date of Contract award. If the Contractor's prices increase after 365 days, the contract unit prices may be increased only upon approval of a written request to the Purchasing Agent.
- 11.7 The request for a change of the unit price shall include as a minimum:
- A. The cause for the adjustment;
  - B. The proposed effective date; and
  - C. The amount of the change will be based on the most current posted Consumer Price Index (CPI-U), Table 10, Selected Local Areas, Washington, DC-MD-VA.
- 11.8 The contract prices shall be modified accordingly provided THAT:
- A. The Contractor submits a written request, with supporting documentation, for an increase, at least thirty (30) calendar days prior to the proposed effective date of the price increase;
  - B. Total of the increase in a contract unit price made under this clause, following the initial 365 days, shall NOT exceed a total of five percent (5%) per each 365 days of the initial contract period. IF this contract is renewed, any request for a price increase shall not exceed five percent (5%) on the price(s) prevailing at the time of renewal, per contract period;
  - C. Increased contract unit price shall not apply to orders received by the Contractor prior to the effective date of the increased contract unit price. Orders placed, via County

SPECIAL PROVISIONS, continued

Purchase Order, shall be considered to have been received by the Contractor after the fifth (5th) calendar day following the date of signature by the Purchasing Agent or his authorized representative;

- D. Such requested contract unit price increase shall become effective only upon approval by the County Purchasing Agent;
- E. Within thirty (30) calendar days after receipt of a Contractor's written request, the County Purchasing Agent may cancel, without liability to either party, any portion of the contract affected by the requested increase and undelivered at the time of such cancellation.

11.9 Price decreases shall be in accordance with paragraph 43 of the General Conditions and Instructions to Offerors. (Appendix A)

12. REQUIRED SUBMITTALS

12.1 Each Offeror responding to this Request for Proposal must supply all the documentation required within the RFP, to include all information addressed in Special Provisions paragraphs 8 – *Technical Section Proposal Instructions*, 10 – *Business Section Proposal Instructions*, and the following:

- A. Proposal Coversheet (DPSM 32) with the name of the firm submitting the proposal, main office address; if a corporation, where incorporated; appropriate Federal, State, and County registration numbers, and legal authorized signature.
- B. Copy of the State of Virginia Contractor's License
- C. Completed and notarized Safety Violations Certificate
- D. Completed documents included in Appendix C

12.2 An Offeror's failure to provide the documentation with the Offeror's response to the RFP may result in the disqualification of the Offeror's proposal.

13. CONTACT FOR CONTRACTUAL MATTERS:

13.1 **Prior to and after award of contract**, the person to contact concerning contractual matters pertaining to this Request for Proposal is:

Loretta Robertson Saxe, CPPB, Contract Administrator  
 Department of Purchasing and Supply Management  
 12000 Government Center Parkway, Suite 427  
 Fairfax, VA 22035-0014  
 Telephone: (703) 324-3269  
 Email: Loretta.Saxe@fairfaxcounty.gov

14. CONTACT FOR TECHNICAL MATTERS:

14.1 **After award of contract**, the person to contact concerning technical matters is:

Larry Steen, Major Maintenance Supervisor  
 FCPS, Department of Information Technology  
 4107 Whitacre Road  
 Fairfax, Virginia 22032  
 Telephone: (703) 764-2256

SPECIAL PROVISIONS, continued

Email: lsteen@fcps.edu

15. SUBMISSION OF PROPOSAL:

- 15.1 One (1) original (duly marked) and four (4) copies of the Technical proposal, and one (1) original (duly marked) and four (4) copies of the Business proposal are due, prior to the specified time and date, to the receptionist at:

*Department of Purchasing and Supply Management  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013  
Telephone: 703-324-3201.*

**Due to enhanced security at the Government Center, all packages must be inspected prior to delivery. All RFP responses, personally delivered by the Offeror, may be subject to inspection at the front entrance upon entering the Government Center. In addition, RFP responses submitted in a box, regardless of the size, must be presented, for inspection, to the loading dock at the Government Center prior to delivery to a County office. Therefore, Offerors are cautioned to plan ahead and arrive at the Government Center at least one (1) hour prior to RFP closing time. The County will not accept as an excuse, for a late proposal, that an Offeror was delayed because of package inspection.**

- 15.2 It is the Offeror's responsibility to clearly identify and to describe the services being offered in response to the Request for Proposal. Offerors are cautioned that organization of their response, as well as thoroughness is critical to the County's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner. Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required. The County encourages Offerors to use recycled paper wherever possible.
- 15.3 Each original and set of four (4) copies of the proposal shall consist of:
- A. Technical proposal as required in the Special Provisions, paragraph 8, TECHNICAL PROPOSAL SECTION INSTRUCTIONS. The Cover sheet (DPSM32), duly signed, and Appendix C, which includes the RFP Checklist, and additional corporate and contract information, must be included in the Technical Proposal.
    - a. By executing the cover sheet (DPSM32), Offeror acknowledges that they have read this Request for Proposal, understand it, and agree to be bound by its terms and conditions. Proposals may be submitted by mail or delivered in person.
  - B. Business proposal as required in the Special Provisions paragraph 10, BUSINESS SECTION PROPOSAL INSTRUCTIONS. Appendix B –PRICING SCHEDULE must be included in the Business proposal.

16. LATE PROPOSALS:

- 16.1 Proposals received in the Office of the County Purchasing Agent after the date and time prescribed shall not be considered for contract award and shall be returned to the offeror. Electronically stamped receipts for delivery are available.

17. PERIOD THAT PROPOSALS REMAIN VALID:

SPECIAL PROVISIONS, continued

- 17.1 Each Offeror agrees that proposals will remain firm for a period of one-hundred and twenty days (120) calendar days after the date specified for receipt of proposals.
- 18. TRADE SECRETS/ PROPRIETARY INFORMATION:
  - 18.1 Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the ***offeror must invoke the protections of this section prior to or upon submission*** of the data or other materials.

SPECIAL PROVISIONS, continued

- 18.2 **The Offeror must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of material, after award(s) is/are made, should be stated by the offeror.**
19. **SUBCONTRACTING:**
- 19.1 If one or more subcontractors are required, the contractor is encouraged to utilize small, minority-owned, and women-owned business enterprises. A listing of registered firms by relevant trades or specialties is available on the Department of Purchasing and Supply Management website. In addition, a listing of local, state and federal sites as well as proprietary business data providers may be obtained from the Fairfax County Economic Development Authority website, under the Business Database Resources link: <http://www.fairfaxcountyeda.org/>
- 19.2 Upon award of contract, the prime contractor agrees to make maximum effort to provide the names and addresses of each subcontractor, that subcontractor's status as defined by Fairfax County as a small, minority-owned, and/or woman-owned business, and the type and dollar value of the subcontracted goods/services provided. (Reference Appendix C)
20. **BASIS FOR AWARD:**
- 20.1 The County of Fairfax reserves the right to award the contract in the aggregate or by Group, whichever is in the best interest of the County. Each Offeror included in the award of Part 1, will automatically be awarded Part 2, Extra Work, for repairs within their awarded group(s), but outside the scope of Testing, Inspections with Fire Marshal and Annual Maintenance.
- 20.2 A Selection Advisory Committee will review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall conduct a preliminary evaluation of all the technical proposals, on the basis of the information provided with the proposal, and the evaluation criteria listed below.
- 20.3 As a result of the preliminary evaluation, the County Purchasing Agent may, if requested by the Selection Advisory Committee, arrange for discussions with the highest rated offeror(s) for the purpose of obtaining additional information or clarifications. The Committee will then conduct a final evaluation of the proposals.
- 20.4 Offerors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the County Purchasing Agent, require no supplementary information and/or clarifications, such proposals may be evaluated without further discussion. Hence, proposals should be initially submitted with the most complete and favorable terms, from a technical standpoint, which Offerors are capable of submitting to the County. Should proposals require additional supplementary information and/or clarifications without the need for an interview, Offerors should be prepared to submit such additional supplementary information and/or clarifications, in a timely manner, when so requested.
- 20.5 Proposals which, after discussions and/or submission of additional supplementary information and/or clarifications, are determined to meet the specifications of this Request for Proposal will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning same will be conducted.
- 20.6 Based upon this review, the business proposals of the highest rated offeror(s) will then be reviewed. The Selection Advisory Committee shall then negotiate a contract with the highest rated offeror(s). At this time, the offeror and the Selection Advisory Committee may negotiate any changes desired in the offer if deemed in the best interest of Fairfax County.



SPECIAL PROVISIONS, continued

- 20.7 If a satisfactory contract cannot be negotiated with the highest qualified offeror, negotiations will be formally terminated. Negotiations shall then be undertaken with the second rated offeror and so on. The Committee will make appropriate recommendations to the County Executive and Board of Supervisors, if appropriate, prior to actual award of contract.
- 20.8 Proposal Evaluation Criteria
- A. Experience and Qualifications of Offeror
- Possesses a minimum of 5 years experience in the field with demonstrated knowledge of the proper maintenance for the systems included within the RFP
  - Possess the required licensing.
- B. Experience and Qualifications of key personnel in similar scope as required under this RFP.
- Fire Alarm Technicians
  - Fire Alarm Helpers
  - Technical support personnel
  - Service supervisor
- C. Fire Alarm Service (Technical Proposal) to meet requirements in this RFP.
- Adequacy of preventive maintenance program
 

Demonstrated ability to provide fire alarm systems Annual Testing, Inspections with Fire Marshal and Annual Maintenance, and repairs in accordance with the National Fire Protection Association's Fire Alarm Code (NFPA 72), 1996 edition

Capable of programming all types of addressable Fire Alarm Systems

Demonstrated ability and experience to maintain systems listed within all Groups as indicated in Special Provisions paragraph 3.1
  - Adequacy of staff to perform the service
 

Demonstrated resources to perform multiple assignments (7 or more) simultaneously, 24 hours a day, 7 days a week, to include providing all labor, tools, test equipment, OEM material, parts and devices.

Demonstrated ability to perform testing using the Guidelines furnished by the Fire Marshal (see Specifications)

Ability to provide emergency Call-Out service response within 2 hours
  - Adequacy/completeness of reporting forms
- D. Completeness of OEM materials and parts, tools, and equipment inventories to meet the requirements in this RFP. **(Inspection of service facility may be made by the SAC).**
- E. Adequacy of quality control program.
- F. Reasonableness of Cost.

SPECIAL PROVISIONS, continued

- 20.9 Fairfax County reserves the right to make on-site visitations to assess the capabilities of individual offerors and to contact references provided with the proposal.
21. ORDER OF PRECEDENCE:
- 21.1 In the event of conflict, the Acceptance Agreement (provided at contract award) and the Special Provisions of this contract shall take precedence over the General Conditions and Instructions to Bidders, (Appendix A).
22. PURCHASE ORDER:
- 22.1 A purchase order (PO) may be enclosed with the resulting contract or may be issued shortly thereafter, and will become an integral part of the resulting contract. The PO indicates that sufficient funds have been obligated as required by Title 15 or the Code of the Commonwealth of Virginia, and assures distribution of the necessary receiving reports.
- 22.2 The PO does not supersede any provisions of the resulting contract. Performance time and dates are determined solely by the contract and any modification thereto.
- 22.3 Services are not to begin until receipt of the PO and/or other notification by the County Purchasing Agent to proceed.
23. CONTRACT COMPLETION AND RENEWAL:
- 23.1 This contract will begin on the date of award and terminate on March 31, 2005. Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the County's Purchasing Department. The initial term of this contract is approximately two years. The County reserves the right to renew the contract for four additional one year periods, one year at a time, if agreeable to all parties.
- 23.2 Any contract awarded pursuant to this Request for Proposal is conditioned upon an annual appropriation made by the Fairfax County Board of Supervisors of funds sufficient to pay compensation due the Contractor under the contract. The contract will provide that if such an appropriation is not made in any fiscal year, and the County lacks funds from other sources to pay the compensation due under the contract, the County will be entitled, at the beginning of or during such fiscal year, to terminate the contract. In that event, the County will not be obligated to make any payments under the contract beyond the amount properly appropriated for contract payments in the immediate prior fiscal year.
- 23.3 The County will provide the Contractor with written notice of contract termination due to the non-appropriation of funds at least thirty (30) calendar days before the effective date of the termination. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which funds for contract payments have not been appropriated.
24. CONTRACT INSURANCE PROVISIONS
- 24.1 The contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract.
- 24.2 The Contractor shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and

SPECIAL PROVISIONS, continued

of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract.

24.3 The Contractor shall, during the continuance of all work under the Contract provide the following:

- A. Maintain statutory Workers' Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia.
- B. The Contractor agrees to maintain Commercial General Liability insurance in the amount of \$500,000 per occurrence/aggregate, to protect the Contractor, its subcontractors, and the interest of the County, its officers and employees against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall include the Broad Form Property Damage endorsement, in addition to coverages for explosion, collapse, and underground hazards, where required. Completed operations liability endorsement shall continue in force for three years following completion of the contract.
- C. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$500,000 per occurrence/aggregate, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the contractor. In addition, all mobile equipment used by the contractor in connection with the contracted work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy. The Garage Keeper's Liability coverage shall also be maintained where appropriate.
- D. Contractor agrees to maintain Contractors Liability insurance in the amount of \$500,000 per occurrence/aggregate to insure against loss due to liability imposed upon an owner/contractor for acts arising out of the operations of independent contractors/subcontractors or out of an owner's/contractor's supervisory activity.
- E. Liability Insurance "Claims Made" basis:  
  
If the liability insurance purchased by the contractor has been issued on a "claims made" basis, the contractor must comply with the following additional conditions. The limits of liability and the extensions to be included as described previously in these provisions remain the same. The contractor must either:
  - 1. Agree to provide certificates of insurance evidencing the above coverage for a period of two years after final payment for the contract. This certificate shall evidence a "retroactive date" no later than the beginning of the contractor's or sub-contractor's work under this contract, or
  - 2. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.
- F. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.

SPECIAL PROVISIONS, continued

- G. Rating Requirements:
1. The contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VI.
  2. European markets including those based in London, and the domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.
- H. Hold-harmless and Indemnification: Article 63 of the General Conditions and Instructions to Bidders shall apply.
- I. The Contractor will provide an original, signed Certificate of Insurance, and such endorsements as prescribed herein.
- J. The contractor will secure and maintain all insurance certificates of its subcontractors, which shall be made available to the County on demand.
- K. The Contractor will provide on demand certified copies of all insurance coverages related to the Contract within ten business days of demand by the County. These certified copies will be sent to the County from the Contractor's insurance agent or representative.
- 24.4 ***No change, cancellation, or non-renewal shall be made in any insurance coverage without a 45 day written notice to the County. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.***
- 24.5 Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the contractor and all subcontractors of their liabilities provisions of the Contract.
- 24.6 Contractual and other Liability insurance provided under this Contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors.
- 24.7 Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the County. The Contractor shall be as fully responsible to the County for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.
- 24.8 Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- 24.9 Contractor and all subcontractors and sub-subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to this Contract.

SPECIAL PROVISIONS, continued

- 24.10 Any loss, insured under subparagraph "24.3-D", is to be adjusted with the County and made payable to the County as trustee for the requirements of any applicable mortgagee clause. The contractor shall pay each subcontractor a just share of any insurance monies received by the contractor, and by appropriate agreement, written where legally required for validity, shall require each subcontractor to make payments to their sub-subcontractors in similar manner.
- 24.11 When the County finds it necessary to occupy or use a portion or portions of the work prior to substantial completion thereof, such occupancy shall commence with a mutual agreement between the County and contractor. The insurance company or companies providing the property insurance recognize this contingency and shall provide evidence of such endorsement prior to commencement of work. This insurance shall not be canceled or lapsed for the unoccupied part of the building on account of such partial occupancy. Consent of the contractor and of the insurance company or companies to such occupancy or use shall not be unreasonably withheld.
- 24.12 ***The County, its officers and employees shall be named as an "additional insured" and "loss payee" on the Automobile and General Liability policies and it shall be stated on the Insurance Certificate that this coverage "is primary to all other coverage the County may possess."***
- 24.13 ***If an "ACORD" Insurance Certificate form is used by the Contractor's insurance agent, the words, "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted.***
- 24.14 ***The Fairfax County contract number shall be noted on the Insurance Certificate.***
25. DATA SOURCES:
- 25.1 The County will provide the Contractor all available data possessed by the County that relates to this contract. However, the Contractor is responsible for all costs for acquiring other data or processing, analyzing or evaluating County data.
26. SAFEGUARDS OF INFORMATION:
- 26.1 Unless approved in writing by the County Purchasing Agent, the Contractor may not sell or give to any individual or organization any information, reports, or other materials given to, prepared or assembled by the Contractor under the final contract.
27. ACCESS TO AND INSPECTION OF WORK:
- 27.1 The Fairfax County Purchasing Agent and using agencies will, at all times, have access to the work being performed under this contract wherever it may be in progress or preparation.
28. DELAYS AND SUSPENSIONS:
- 28.1 The Contractor must give the County Purchasing Agent written notice if Fairfax County fails to provide data or services that are required for contract completion by the Contractor. If, after giving the County Purchasing Agent written notice, the Contractor elects to stop work because the County does not supply data or services, the County will extend the Contractor's time of completion by a period of time reasonably suited for completion of work.

SPECIAL PROVISIONS, continued

- 28.2 The County will pay the Contractor for all work completed to the date of suspension plus all the Contractor's cost related to the delay, omission or any consequent work stoppage by the Contractor and its personnel. The Contractor may continue its work on the other phases of the project with an appropriate extension of time of performance upon delivery of the data or services to be provided by Fairfax County. If the Contractor decides to proceed without the data and services that was to be provided by the County, any error or omission of the Contractor that resulted from the County's omission will not constitute default by the Contractor.
29. CHANGES:
- 29.1 If, as a result of a renovation or a gradual replacement of individual fire alarms, the type of fire alarm system within a school is changed from one manufacturer to another, ( i.e. from Simplex to Edwards), a detailed quote will be obtained from the current Contractor awarded the Group for that manufacturer. The facility will be deleted from the original Group and added to the new Group upon mutual agreement to prices and shall be valid only when an amendment to the contract has been issued.
- 29.2 Fairfax County may, at any time, by written order, require changes in the services to be performed by the Contractor. If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. The County Purchasing Agent must approve all work that is beyond the scope of this Request for Proposal.
- 29.3 No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written authorization of the Fairfax County Purchasing Agent.
30. PROJECT AUDITS:
- 30.1 The Contractor shall maintain books, records and documents of all costs and data in support of the services provided. Fairfax County or its authorized representative shall have the right to audit the books, records and documents of the Contractor under the following conditions:
- A. If the contract is terminated for any reason in accordance with the provisions of these contract documents in order to arrive at equitable termination costs;
  - B. In the event of a disagreement between the Contractor and the County on the amount due the Contractor under the terms of this contract;
  - C. To check or substantiate any amounts invoiced or paid which are required to reflect the costs of services, or the Contractor's efficiency or effectiveness under this contract; and,
  - D. If it becomes necessary to determine the County's rights and the Contractor's obligations under the Contract or to ascertain facts relative to any claim against the Contractor that may result in a charge against the County.
- 30.2 These provisions for an audit shall give Fairfax County unlimited access during normal working hours to the Contractor's books and records under the conditions stated above.
- 30.3 Unless otherwise provided by applicable statute, the Contractor, from the effective date of final payment or termination hereunder, shall preserve and make available to Fairfax County for a period of three (3) years thereafter, at all reasonable times at the office of the Contractor but without direct charge to the County, all its books, records documents and other evidence bearing on the costs and expenses of the services relating to the work hereunder.

SPECIAL PROVISIONS, continued

- 30.4 Fairfax County's right to audit and the preservation of records shall terminate at the end of three (3) years as stated herein. The Contractor shall include this "Right of Audit and Preservation of Records" clause in all subcontracts issued by it and they shall require same to be inserted by all lower tier subcontractors in their subcontracts, for any portion of the work.
- 30.5 Should the Contractor fail to include this clause in any such contract or lower tier contract, or otherwise fail to insure Fairfax County's rights hereunder, the Contractor shall be liable to Fairfax County for all reasonable costs, expenses and attorney's fees which Fairfax County may have to incur in order to obtain an audit or inspection of or the restoration of records which would have otherwise been available to Fairfax County from said persons under this clause. Such audit may be conducted by Fairfax County or its authorized representative.

31. WARRANTY:

- 31.1 All work and parts provided under this contract shall have, as a minimum, a one (1) year warranty from the date of final acceptance thereof against any latent defects, design, materials, workmanship, installation, fraud, or such gross mistakes, as may amount to fraud.
- 31.2 When defective work and/or materials are found during the warranty period, the Project Manager shall notify the Contractor, and the Contractor shall respond within two (2) hours of the notification. Upon receipt of notice from the Owner, of failure of any item or appurtenance thereto or signs of deterioration during the warranty period, the Contractor shall, at his own expense, promptly adjust or repair or furnish and install necessary replacement parts of design, workmanship, materials approved by the Owner or replace the complete item. Work orders and tickets must document that the work is under warranty.

32. REPORTS AND INVOICING:

- 32.1 The Contractor(s) must maintain all records in compliance with federal and state regulations.
- 32.2 The Contractor(s) must provide, on a weekly basis, status reports on all current work orders. These status reports shall be faxed to the FCPS Field Services Office at 703-426-8860.
- 32.3 The Contractor(s) must invoice each County agency separately. Invoices for all users of the contract must meet County requirements, unless otherwise indicated. The Contractor(s) must send each agency an itemized monthly invoice (or as agreed to between the parties), which must include the applicable information listed below:
- Contractor's Name
  - Work Order Number
  - Purchase Order
  - Date of Service
  - Invoice Date
  - Itemized list of services, to include labor hours when applicable, equipment, miscellaneous materials, rental equipment and subcontractors, if any, furnished at the job site.
  - Quantity, unit price and extension of each item, and total, in accordance with the Contract
  - Name of authorized representative ordering the service

33. PAYMENTS:

- 33.1 Payment shall be made upon completion and acceptance of work assigned, and upon receipt of a properly completed invoice.

34. IDENTIFICATION:

SPECIAL PROVISIONS, continued

- 34.1 Contractor's employees/representatives shall sign in and sign out with the appropriate building official or administrative office each time a FCPS facility is visited.
- 34.2 The Contractor shall designate a representative who shall supervise the Contractor's fire alarm technicians and be the Contractor's liaison with the County. All employees of the Contractor must present a neat, clean and orderly appearance at all times during the performance of this Contract. The Contractor shall provide distinctive uniforms to each employee. Employees shall be in proper uniform at all times during the work required herein. Each employee of the Contractor's subcontractors shall prominently display an identification badge, which, at a minimum, shall contain the employee's name, a recent photograph, the employee's signature, the employer's name.
- 34.3 The Contractor's uniform shall generally consist of a shirt (long or short sleeved) with collar and coordinated trousers. If hats or caps are worn they must be color coordinated and should only bear the name or company logo of the Contractor. The Contractor agrees that his employees will present a neat, clean and orderly appearance at all times. The uniform and employees' appearance shall be subject at all times to the County's Contract Manager's on-going approval. All safety shoes shall be ANSI approved.
- 34.4 The Contractor, at the start of this Contract, will ensure that employees are attired in proper uniform. The Contractor shall keep on hand at all times temporary uniforms, subject to the County's Contract Manager's approval, to be supplied immediately to new employees.
- 34.5 The County reserves the right to deny access to FCPS operated facilities to any individual. The Contractor shall provide the names of all contractor personnel who shall be used on this contract prior to their utilization.
35. TRANSPORTATION FOR CONTRACTOR'S PERSONNEL:
- 35.1 The Contractor shall provide a work vehicle for the transportation of its staff, materials and equipment to various job sites at all times.
- 35.2 Any Contractor vehicle operated at the facility in connection with this Contract shall be clearly labeled on both sides of the vehicle with the Contractor's name. The Contractor shall comply with County rules, regulations, and such procedures as may hereafter be adopted by the County for the safe operation of motor vehicles at the facility.
36. AMERICANS WITH DISABILITIES ACT REQUIREMENTS:
- 36.1 Fairfax County Government is fully committed to the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment.
- Your acceptance of this contract acknowledges your commitment and compliance with ADA.
37. NEWS RELEASE BY VENDORS:
- 37.1 As a matter of policy, the County does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the County. All proposed news releases will be



SPECIAL PROVISIONS, continued

routed to the Purchasing Agent for review and approval.

38. USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS:

- 38.1 Extension of Contract: Offerors are advised that all resultant contracts will be extended, with the authorization of the Offeror, to Metropolitan Washington Council of Governments member jurisdictions and other Jurisdictions and Political Subdivisions of the Commonwealth of Virginia to permit their ordering of services/supplies at the prices and terms of the resulting contract. If any other jurisdiction decides to use the final contract, the Contractor(s) must deal directly with that jurisdiction or political subdivision concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County of Fairfax acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your offer. (Reference Appendix C)
- 38.2 It is the awarded vendor's responsibility to notify the jurisdictions and political subdivisions of the availability of the contract(s).
- 38.3 Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- 38.4 Fairfax County **shall not** be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the awardee.

## SPECIFICATIONS

### 1. GENERAL REQUIREMENTS:

- 1.1 Contractor(s) shall perform all Testing, Inspections with Fire Marshal, and Annual Maintenance of FCPS Fire Alarm Systems. Contractor(s) shall also perform system repairs, including 24/7 emergency call-out service, to maintain the fire alarm systems in safe, reliable and efficient operating condition. Contractors shall be responsible for the installation and implementation of software upgrades for each system within their awarded group(s). School, center and administration sites are located throughout Fairfax County, therefore Offerors must have a flexible organization capable of responding to numerous (7 or more) fire alarm trouble calls within short periods of time. The Contractor supplied services shall include furnishing necessary managerial, administration and direct labor personnel, and shall also include furnishing all necessary transportation, equipment, tools, OEM repair parts, supplies and materials required to perform scheduled Testing, Inspections with Fire Marshal, Annual Maintenance, and to augment FCPS staff to complete all repairs, as required, to maintain the fire alarm systems in accordance with the manufacturer's specifications, and the NFPA 72 Code.
- 1.2 The County may request estimates for doing certain work in order to ascertain budgetary requirements. Estimates, when requested, shall be returned no later than three working days, unless a different time of return is mutually agreed to between the FCPS and the Contractor. These estimates shall be furnished by the Contractor at no additional charge to the County and are considered an overhead cost to be included in the prices offered.
- 1.3 Contractor(s) shall be responsible for providing the FCPS Field Services Major Maintenance Supervisor with copies of current codes for all systems. Copies of updates, or changes of any kind made to the system's code, shall be provided to the FCPS Field Services Major Maintenance Supervisor.

### 2. LICENSING OF OFFEROR:

- 2.1 Offerors shall be properly licensed, trained, and qualified to maintain and service fire alarm systems in the County of Fairfax. Offerors shall possess a valid State of Virginia Electrical Contractor's (ELE) License or, Fire Alarm Systems Contracting (FAS) License issued by the Virginia Board of Contractors. (Ref: Special Provisions paragraph 6) Submit documentation with your bid. Due to the estimated annual value of the resultant contract, a class "A" license is required. ***Failure to provide the required documentation SHALL be cause for rejection of the bid.***
- 2.2 Offerors shall provide evidence of Level II Certification in Fire Alarm and/or Special Hazard Systems, by the National Institute for Certification in Engineering Technologies for individuals who work on, install, maintain or otherwise repair any system under this contract. ***Failure to provide the required documentation SHALL be cause for rejection of the bid.***
- 2.3 Offerors shall submit a complete list of personnel to be used to fulfill the terms of this contract. For each individual listed, provide the level of experience (i.e. Fire Alarm Technician and Fire Alarm Helper) with documentation supporting their certification or licensure. The awarded Contractor will be required to maintain the list to be current throughout the life of the contract, and to submit a copy of the list to FCPS on no less than a quarterly basis.

### 3. TESTING and INSPECTIONS:

- 3.1 Testing shall include, inspections and diagnostic tests of panel functions, auxiliary and monitoring functions, and all peripheral devices listed and currently connected to the facility fire alarm system. Tests will be scheduled in advance, and at the convenience of the FCPS. Items failing a test will be repaired by FCPS staff or by the Contractor on a time and materials basis in accordance with the Labor Rates from Part 2 of the Pricing Schedule.

SPECIFICATIONS continued

- 3.2 The equipment to be tested includes, but is not limited to, the items listed below. Testing of all tamper, flow and other sprinkler devices is excluded from this contract. All components and devices shall be logged for exact location of each device tested, including system address or zone location, test results, and applicable voltage readings. Any discrepancies found shall be noted individually and on a separate summary page.
- a. Fire Alarm Panels
  - b. Smoke Detectors
  - c. Heat Detectors
  - d. Duct Detectors
  - e. Pull Stations
  - f. Audio/Visuals
  - g. Visual Only
  - h. Bells/Horns
  - i. Annunciators
  - j. Zams
- 3.3 Fire Alarm Testing and Inspections with Fire Marshal shall be performed in accordance with the "Fire Alarm Inspection with Fire Marshal Procedures" listed below. Schools are to be tested based on the Fire Marshal's calendar. FCPS will provide the awarded Contractor a list which will include site phone numbers and contacts. It will be the responsibility of the Contractor to coordinate the testing schedule with each school and the Fire Marshal.

**FIRE ALARM INSPECTION WITH FIRE MARSHAL PROCEDURES:****PRIOR TO TEST:**

- Obtain Northern Virginia ADC map for directions to each school
- Arrive at scheduled inspection site at 6:00 a.m. unless otherwise instructed
- Arrive with keys for entry, telephone number to School Security, and code to bypass security panel
- Bring all necessary tools to do inspection when you first enter the building (see below)
- Contractor will need to sign in the Fire Safety Manual and Maintenance Log
- Fire Marshal will call fire department to put school on test to check monitoring of fire alarm

**BEGIN TEST:**

- Check Central Station
- Call School Security to put building on test
- Test random fire alarm devices

**END TEST:**

- Clear all troubles and alarms from FACP
- Call School Security to put building on line
- Sign Fire Marshal's paperwork
- Fax report to Major Maintenance Supervisor's office
- Make photocopies of report to distribute
- Contractor will need to sign out of the Fire Safety Manual and Maintenance Log
- Once you get back to your office, the yellow copy of Fire Marshal's paperwork will need to be mailed to Major Maintenance Supervisor's office

SPECIFICATIONS continued**WHAT CONTRACTOR WILL NEED TO BRING TO EVERY INSPECTION:**

- Six (6) foot step ladder
- Extension ladder or lift for high smoke or duct detectors in gymnasiums
- Flat and Philip head screwdrivers
- Allen wrench set
- Manual station keys
- Socket set for some duct detectors
- Canned smoke and air (UL approved)
- Needle nose pliers for some head detectors
- Flashlight

**MISCELLANEOUS:**

- Bring extra break rods for manual stations
- Magnetically held open fire doors shall release, close, and latch with an alarm present
- Duct Detector alarms shall shut down unit(s) and light remote LED
- Heat detectors shall be tested by shorting points, backing out the button, or with a heat gun if acceptable
- Test "Signature Series" (Edwards) heat detectors if applicable.
- Smoke and duct detectors will be tested only with smoke
- Energy Management (HVAC) – to turn on AHU's – 703-764-2350
- During fire pump and dry sprinkler testing be patient (will be testing at same time as fire alarm)

**CONTACT NUMBERS:**

System 427 – Jim Hartnett  
 Office Phone: 703-246-4838  
 Cell Number: 703-618-3183  
 Pager: 703-335-3294

System 425 – Tim Schwarting  
 Office Phone: 703-246-4834  
 Cell Number: 703-618-1232  
 Pager: 703-335-3425

Captain Curtis Thomas  
 Office Phone: 703-246-4830

**THE BOCA NATIONAL FIRE PREVENTION CODE/1966:**

**F-524/8 Smoke Detector Sensitivity:** Detector sensitivity shall be checked within one year after installation and at two-year intervals thereafter. Detectors with abnormal sensitivities shall be replaced or cleaned and recalibrated. To determine whether each smoke detector is within the proper sensitivity range, the detector shall be tested in accordance with any one of the following:

- A calibrated test method;
- The manufacturer's calibrated sensitivity test instrument;
- Approved control equipment arranged for the purpose;
- Other approved calibrated sensitivity test method.

SPECIFICATIONS continued**4. ANNUAL MAINTENANCE-SMOKE DETECTORS:**

- 4.1 Detector cleaning shall be done annually. Smoke detection devices will be cleaned, utilizing the manufacturer's recommended procedures, to minimize false alarms, and in accordance with NFPA. Devices may be dismantled to expose the smoke chamber (where applicable) and cleaned using a soft cloth, lint brush, or cotton swabs with a suitable cleaning solution, or non- electrostatic vacuum. Detector cleaning will be scheduled, in advance, and at the convenience of the FCPS. (Note: Certain types of analog smoke sensors will need to be cleaned per panel readings.)
- 4.2 Sensitivity testing will be performed on the smoke detectors after cleaning to ensure detector accuracy. Testing will be in accordance with NFPA guidelines and performed using only UL approved sensitivity testing equipment. Devices performing outside the listed sensitivity range will be re-cleaned and re-tested, and if necessary, noted as recommended for replacement. (Note: Certain types of analog smoke sensors will automatically satisfy this requirement electronically.)
- 4.3 Immediately upon completion of authorized fire alarm system repairs, the alarm system is to be put back into service. In the event the repair cannot be completed in one day, the Contractor is to immediately notify the Project Manager and an expected completion time is to be agreed upon. The Contractor shall keep the Project Manager informed on a daily basis of the status of the repairs.

**5. CALL-OUT SERVICE / DELIVERY / TIME OF PERFORMANCE:**

- 5.1 Call-out Service is defined as emergency response/repair service. Such service shall be available twenty-four (24) hours per day, seven- (7) days a week, including all holidays. In providing call-out service, the Contractor has the obligation to respond to calls with a qualified Fire Alarm Technician(s) within two- (2) hours after receipt of call (ARC).
- 5.2 Contractor's personnel shall respond to call-out service in accordance with the procedures listed below for Fire Alarm Events.

**FIRE ALARM EVENT PROCEDURES**DAYTIME CALL OUT (7:00 A.M. – 3:30 P.M.)**REGULAR CALLS**

- The Work Order Section receives call from site, generates a work order and assigns it to Major Maintenance Section.
- The Work Order Section pages either the primary or secondary fire alarm technician and gives him all the information about the work order plus the work order number.
- The primary or secondary technician contacts one of the technicians and has him respond to the service call.
- The technician informs Security when he arrives on site and has Security place the system in test.
- The technician repairs the trouble and tests the system.
- The technician calls Security and returns the system to normal.
- The technician calls primary technician and reports that the call is completed.
- The technician closes the work order when he arrives at the office.

NOTE: *if for any reason the technician cannot repair the trouble at this time, he calls*

SPECIFICATIONS continued

*either the primary or secondary technician. They decide if the problem is minor or serious.*

**MINOR CALLS**Field Services to Repair

- Technician notifies primary or secondary technician that he/she will place system in bypass.
- The technician places the fire alarm system trouble in the bypass 16 conditions, calls Security and informs them of this action.
- The primary or secondary technician takes whatever action is required to ensure that the assigned technician has the proper equipment or support to complete the service call.
- When completed, the technician tests the system.
- The technician calls Security when he returns the system to normal and removes the bypass condition.
- The technician closes the work order.

Contractor to Repair

- The Field Services technician places the fire alarm system trouble in the bypass 16 condition, calls Security and primary or secondary technician to inform them of this action.
- The primary or secondary technician advises the Major Maintenance Supervisor that Contractor services are required.
- The Contractor returns to site and makes the proper repairs and calls (voice mail acceptable) the Major Maintenance Supervisor to pass this information on.
- The Contractor removes the bypass condition on the security keypad and notifies Security that the fire alarm is back to normal.
- In all cases, the Contractor must sign the proper paper work, which states what the repairs were and what tests were performed. They must fax this record from the site that was repaired to the main office at Field Services. The fax number is 703-426-8860.
- Field Services verifies that the repairs were accomplished. If not, the Contractor is recalled.
- If completed, Field Services closes the work order.

**SERIOUS CALLS**Field Services to Repair

- The Major Maintenance Supervisor, primary or secondary technician calls Security (if the trouble cannot be repaired immediately) and has the school placed on fire watch.
- The primary technician must call the 24-hour watch desk of the Fire Marshal Office and give them all the information pertaining to the site, why he is putting it on fire watch, and, if possible, when the problem should be resolved. This lets the Fire Department know that the fire alarm system is out of service, and they can inform the proper Fire Station. The phone number is 703-691-2131.
- The primary or secondary technician takes whatever action is required to ensure that the assigned technician has the proper equipment or support to complete the service call.
- When completed, the technician tests system.
- The Major Maintenance Supervisor, primary, or secondary technician calls Security and cancels the fire watch.
- The primary technician notifies the Fire Marshal Office that the system is back to normal.

SPECIFICATIONS continued

- The technician calls Security when he returns the system to normal and removes the bypass condition.
- The technician closes the Work Order.

Contractor to Repair

- The Major Maintenance Supervisor, primary or secondary technician calls Security (if the trouble cannot be repaired immediately) and has the school placed on fire watch.
- The primary technician must call the 24-hour watch desk of the Fire Marshal Office and give them all the information pertaining to the site, why they are putting it on fire watch, and, if possible, when the problem should be resolved. This lets the Fire Department know that the Fire Alarm System is out of service, and they can inform the proper Fire Station. The phone number is 703-691-2131.
- When repaired the Contractor calls:  
     Security to call off fire watch (703-764-2400).  
     Fire Marshal's office to report system is back in working order (703-691-2131).
- Major Maintenance Supervisor (703-764-2256), voice mail acceptable
- The Contractor removes the bypass condition on the security keypad and notifies Security that the fire alarm is back to normal.
- In all cases, the Contractor must sign the proper paper work, which states what the repairs were and what tests were performed. They must fax this record from the site that was repaired to the main office at Field Services. The fax number is 703-426-8860.
- Field Services verifies that the repairs were accomplished. If not, the Contractor is recalled.
- If completed, Field Services closes the work order.

*NOTE: Any and all fire alarm issues not resolved by the close of business must be reported to the duty manager. Either the Major Maintenance Supervisor, primary or secondary technician will do this.*

*The duty manager reports to the Major Maintenance Supervisor on all issues the next working day.*

**FIRE ALARM EVENT PROCEDURES****NIGHT TIME CALL OUT (3:30 P.M.-7:00 A.M.)****SECURITY DETERMINES APPROPRIATE CONTRACTOR****REGULAR CALLS:**

- Security receives call from site and generates a Work Order and assigns it to Major Maintenance Section. A WORK ORDER MUST BE CREATED FOR EVERY CALL.
- Security calls the appropriate Contractor and gives them all the information about the Work Order plus the Work Order number.
- Prior to entry, the Contractor must call Security to receive clearance.
- The Contractor informs Security when they arrive on site and have Security place system in test,
- The Contractor repairs the trouble and tests system.
- The Contractor calls the Major Maintenance Supervisor's voice mail and reports that the call is completed.
- The Contractor removes the bypass condition on the security keypad and notifies Security that the fire alarm is back to normal.

SPECIFICATIONS continued

- In all cases, the Contractor must sign the proper paper work, which states what the repairs were and what tests were performed. They must fax this record from the site that was repaired to the main office at Field Services. The fax number is 703-426-8860.
- Field Services verifies that the repairs were accomplished. If not, the Contractor is recalled.
- If completed, Field Services closes the Work Order.

*NOTE: If the system cannot be repaired at that time, before the system is bypassed, the Vendor must call the duty manager via Security to determine whether the problem is minor or serious.*

MINOR CALLS:

- The Contractor places the fire alarm system trouble in the bypass 16 condition, calls Security and inform them of this action,
- The Contractor returns to site and makes the proper repairs and calls the Major Maintenance Supervisor's voice mail to pass this information on.
- The Contractor removes the bypass condition on the security keypad and notifies Security that the fire alarm is back to normal.
- In all cases, the Contractor must sign the proper paper work, which states what the repairs were and what tests were performed. They must fax this record from the site that was repaired to the main office at Field Services. The fax number is 703-426-8860.
- Field Services verifies that the repairs were accomplished. If not, the Contractor is recalled.
- If completed, Field Services closed the Work Order.

SERIOUS CALLS:

- The duty manager calls Security (if the trouble cannot be repaired immediately – building occupied, or within 4 hours – building un-occupied) and have the school placed on fire watch.
- The Contractor must call the 24-hour watch desk of the Fire Marshal Office and give them all the information pertaining to the site, why they are putting it on fire watch, and, if possible, when the problem should be resolved. This lets the Fire Department know that the Fire Alarm System is out of service, and they can inform the proper Fire Station. The phone number is 703-691-2131.
- When repaired, the Vendor calls:
  - Security Office at **703-764-2400** to call off fire watch.
  - Fire Marshal's office AT **703-691-2131** to report system is back in working order
  - Major Maintenance Supervisor at **703-764-2256**. Voice mail is acceptable.
- In all cases, the Contractor must sign the proper paper work, which states what the repairs were and what tests were performed. They must fax this record from the site that was repaired to the main office at Field Services. The fax number is 703-426-8860.
- Field Services verifies that the repairs were accomplished. If not, the Contractor is recalled.
- If completed, Field Services closes the Work Order.

*NOTE: The duty manager reports to the Major Maintenance Supervisor on all issues the next working day.*



SPECIFICATIONS continued

*Anytime the Contractor is called out after hours the Major Maintenance Supervisor will ensure that the non-stock has been sent to Logistical Services.*

6. **INSPECTION AND TEST:**

- 6.1 The Owner has the right to make inspections and tests, as deemed advisable, to ensure the requirements of these specifications are being fulfilled. Should it be found that the standards specified are not being satisfactorily maintained, the Owner may demand the Contractor take the steps necessary to place the fire alarm system in a condition to meet those requirements. If the Contractor fails to respond to such demands, the County may terminate the contract for cause, in accordance with paragraph 33 of the General Terms and Conditions. In this event, the County may enter into an agreement with others and the Contractor will be liable to the County for costs in excess of the original Contract amount.
- 6.2 If the Contractor fails to respond to an emergency call within one hour of the time of notification, the County has the right to call another vendor to make the emergency repair, and the Contractor will be liable to the County for costs in excess of the original Contract amount.

SPECIFICATIONS, continued

## Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Aldrin Elementary (281) 11375 Center Harbor Road Reston, VA 20194	Edwards/ EST IRC-3	8	23	0	3	1	0	21	30
Annandale High (214) 4700 Medford Drive Annandale, VA 22003	Edwards/ EST-2	8	53	0	128	1	21	47	177
Baileys Elementary (284) 6111 Knollwood Drive Falls Church, VA 22041	Edwards/ EST IRC-3	9	32	0	27	1	6	38	102
Belle View Elementary (286) 6701 Fort Hunt Road Alexandria, VA 22307	Edwards/ 5721B	4	21	0	9	1	6	0	29
Belvedere Elementary (287) 6540 Columbia Pike Falls Church, VA 22041	Edwards/ EST IRC-3	9	21	0	8	2	6	27	76
Brookfield Elementary (291) 4200 Lees Corner Road Chantilly, VA 20151	Edwards/ 5721B	6	25	0	48	1	26	25	40
Bull Run Elementary (293) 15301 Lee Highway Centreville, VA 20121	Edwards/ EST-2	12	20	0	13	1	8	45	78
Bush Hill Elementary (294) 5927 Westchester Street Alexandria, VA 22310	Edwards/ EST-2	21	14	0	2	1	4	42	64
Canterbury Woods Elementary (297) 4910 Willet Drive Annandale, VA 22003	Edwards/ 5721B	1	19	0	46	0	4	0	29
Cardinal Forest Elementary (298) 8500 Forrester Blvd Springfield, VA 22152	Edwards/ EST-2	10	16	0	20	0	16	46	65
Carson Middle (237) 13618 McLearen Road Herndon, VA 20171	Edwards/ EST IRC-3	34	42	0	25	6	24	71	131

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Centre Ridge Elementary (299) 1400 New Braddock Road Centreville, VA 22020	Edwards/ 5721B	6	18	0	3	1	10	0	19
Centreville High (215) 6001 Union Mill Road Clifton, VA 20124	Edwards/ 8500	23	50	0	87	1	79	0	82
Chantilly High (216) 4201 Stringfellow Road Chantilly, VA 20151	Edwards/ EST IRC-3	7	43	0	41	3	45	29	58
Chapel Square Center (265) 4414 Holborn Ave Annandale, VA 22003	Edwards/ 5721B	5	9	0	49	0	0	0	10
Cherry Run Elementary (309) 9732 Ironmaster Drive Burke, VA 22015	Edwards/ EST-2	7	19	0	19	0	0	44	52
Chesterbrook Elementary (301) 1753 Kirby Road McLean, VA 22101	Edwards/ EST-2	6	15	0	18	1	13	57	76
Churchill Road Elementary (310) 7100 Churchill Road McLean, VA 22101	Edwards/ EST IRC-3	2	18	2	35	26	0	15	0
Columbia Elementary (305) 6720 Alpine Drive Annandale, VA 22003	Edwards/ EST IRC-3	8	16	0	8	1	6	28	39
Daniels Run Elementary (312) 3705 Old Lee Highway Fairfax, VA 22030	Edwards/ EST-2	9	25	0	15	1	10	52	78
Dogwood Elementary (314) 12300 Glade Drive Reston, VA 20191	Edwards/ EST-2	0	12	0	0	0	0	82	74
Dranesville Elementary (315) 1515 Powells Tavern Road Herndon, VA 20170	Edwards/ 5721B	6	17	0	3	0	0	0	16
Dunn Loring Center (267) 2334 Gallows Road Dunn Loring, VA 22027	Edwards/ 5721B	6	15	0	40	0	0	0	24

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Edsall Park Human Resources Ctr (268) 6815 Edsall Road Alexandria, VA 22151	Edwards/ EST-2	2	15	0	10	1	8	29	80
Fairview Elementary (318) 5812 Ox Road Fairfax Station, VA 22039	Edwards/ EST-2 <i>Also has Silent Knight 5395</i>	18	15	0	19	0	0	46	69
Flint Hill Elementary (319) 2444 Flint Hill Road Vienna, VA 22181	Edwards/ EST IRC-3	9	23	0	4	0	4	67	61
Forestville Elementary (323) 1085 Utterback Store Road Great Falls, VA 22066	Edwards/ 5721B	4	15	2	19	18	2	0	3
Fort Hunt Elementary (325) 8832 Linton Lane Alexandria, VA 22308	Edwards/ EST-2	0	19	0	4	0	0	70	68
Garfield Elementary (330) 7101 Old Keene Mill Road Springfield, VA 22150	Edwards/ 5721B	5	18	1	3	1	0	0	22
Glasgow Middle (241) 4101 Fairfax Parkway Alexandria, VA 22312	Edwards/ 5721B	5	19	0	52	0	6	0	28
Gunston Elementary (338) 10100 Gunston Road Lorton, VA 22079	Edwards/ EST IRC-3	11	22	0	4	0	6	30	68
Halley Elementary (339) 8850 Cross Chase Circle Fairfax Station, VA 22039	Edwards/ EST IRC-3	8	14	0	12	1	7	28	91
Haycock Elementary (340) 6616 Haycock Road Falls Church, VA 22043	Edwards/ 5721B	4	11	0	4	1	4	0	22
Hayfield Elementary (341) 7633 Telegraph Road Alexandria, VA 22315	Edwards/ EST-2	0	23	0	3	10	0	0	0
Hayfield Secondary (220) 7630 Telegraph Road Alexandria, 22315	Edwards/ EST-2 <i>Also has Simplex 4246</i>	0	39	9	2	64	12	0	0

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Herndon High (221) 700 Bennett Street Herndon, VA 20170	Edwards/ EST-3	9	43	0	11	0	17	0	76
Herndon Middle (243) 901 Locust Street Herndon, VA 20170	Edwards/ EST IRC-3	13	56	0	44	1	42	41	120
Hollin Meadows Annex 2310 Nordok Place Alexandria, VA 22306	Edwards/ EST-2	13	2	0	0	0	0	13	12
Hunt Valley Elementary (343) 7107 Sydenstricker Road Springfield, VA 22152	Edwards/ EST IRC-3	19	26	0	13	2	10	21	63
Hunter Woods Elementary (344) 2401 Colts Neck Road Reston, VA 22091	Edwards/ EST-2	0	15	0	8	18	0	0	0
Hutchison Elementary (352) 13209 Parcher Avenue Herndon, VA 20170	Edwards/ 5721B <i>Also has Silent Knight 5495, Standard SET 7000, Simplex 4010</i>	2	19	8	71	20	0	0	7
Hybla Valley Elementary (347) 3415 Lockheed Blvd Alexandria, VA 22306	Edwards/ EST-2 <i>Also has Edwards/ 5721B</i>	4	82	0	34	1	13	38	50
Irving Middle (246) 8100 Old Keene Mill Road Springfield, VA 22152	Edwards/ EST IRC-3	16	30	0	22	1	37	46	57
Jackson Middle (247) 3020 Gallows Road Falls Church, VA 22042	Edwards/ 5721B	12	26	0	18	1	17	0	33
Kent Gardens Elementary (349) 1717 Melbourne Drive McLean, VA 22101	Edwards/ EST-2	1	12	0	28	4	2	0	23
Kilmer Center (250) 8102 Wolftrap Road Vienna, VA 22182	Edwards/ EST-2	0	7	0	8	0	0	55	34
Kilmer Middle (249) 8100 Wolftrap Road Vienna, VA 22182	Edwards/ EST-2	27	41	0	60	3	30	172	146

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Kings Glen Elementary (350) 5401 Danbury Forest Drive Springfield, VA 22151	Edwards/EST-2	2	17	0	0	19	0	0	0
Kings Park Elementary (351) 5400 Harrow Way Springfield, VA 22151	Edwards/ EST IRC-3	9	16	0	4	2	4	22	63
Lane Elementary (354) 7137 Beulah Street Springfield, VA 22315	Edwards/ EST IRC-3	5	26	0	13	1	5	43	50
Lee High (225) 6540 Franconia Road Springfield, VA 22150	Edwards/ EST IRC-3 <i>Also has Siga - IRC</i>	22	55	14	173	17	12	104	169
Lemon Road Elementary (358) 7230 Idylwood Road Falls Church, VA 22043	Edwards/ EST-2	0	7	1	21	7	4	0	0
Liberty Middle 6801 Union Mill Road Clifton, VA 20124	Edwards/ EST-2	34	48	3	15	1	0	167	151
Little Run Elementary (357) 4511 Olley Lane Fairfax, VA 22032	Edwards/ EST IRC-3	6	20	0	14	1	12	19	61
London Towne Elementary (413) 6100 Stone Road Centreville, VA 20120	Edwards/ EST-2 <i>Also has Simplex 4010</i>	19	20	0	20	1	13	41	71
Louise Archer Elementary (359) 324 Nutley Street Vienna, VA 22180	Edwards/ 5721B	2	18	0	2	1	0	0	23
Mountain View School (270) 5775 Spindle Court Centreville, VA 20121	Edwards/ 5721B	4	12	0	22	18	4	0	0
Mt. Vernon High (229) 8515 Old Mt Vernon Road Alexandria, VA 22309	Edwards/ EST IRC-3	69	63	0	67	2	63	119	158
North Springfield Elementary (368) 7602 Hemming Court Springfield, VA 22151	Edwards/ 5721B	8	17	0	6	1	4	0	27

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Oak View Elementary (370) 5004 Sideburn Road Fairfax, VA 22032	Edwards/ EST-2	15	22	0	30	0	27	39	37
Olde Creek Elementary (372) 9524 Olde Creek Drive Fairfax, VA 22032	Edwards/ EST IRC-3	16	24	0	19	2	6	29	109
Orange Hunt Elementary (373) 6820 Sydenstricker Road Springfield, VA 22152	Edwards/ EST-2	0	16	8	0	0	0	66	90
Pine Spring Elementary (357) 7607 Willow Lane Falls Church, VA 22042	Edwards/ EST-2	10	14	0	20	0	10	50	57
Poplar Tree Elementary (376) 13440 Melville Lane Chantilly, VA 20151	Edwards/ 5721B	7	16	0	2	0	0	0	33
Providence Elementary (421) 3616 Jermantown Road Fairfax, VA 22030	Edwards/ EST-2	8	17	0	29	1	16	44	74
Riverside Elementary (378) 8410 Old Mount Vernon Road Alexandria, VA 22309	Edwards/ EST IRC-3	2	21	0	23	1	6	32	90
Robinson Secondary (231) 5035 Sideburn Road Fairfax, VA 22032	Edwards/ EST IRC-3	73	69	0	37	8	25	209	294
Rose Hill Elementary (380) 6301 Rose Hill Road Alexandria, VA 22310	Edwards/ EST IRC-3	4	15	0	12	2	12	28	75
Saratoga Elementary (382) 8111 Northumberland Road Springfield, VA 22153	Edwards/ 5721B	7	16	0	2	1	0	0	21
Shrevewood Elementary (383) 7525 Shreve Road Falls Church, VA 22043	Edwards/ EST IRC-3	12	23	0	8	0	8	47	71
Sleepy Hollow Elementary (414) 3333 Sleepy Hollow Road Falls Church, VA 22044	Edwards/ EST IRC-3	0	26	0	12	0	12	21	21

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
South Lakes High (232) 11400 South Lakes Drive Reston, VA 20191	Edwards/ EST IRC-3	37	51	0	21	0	0	173	163
Spring Hill Elementary (386) 8201 Lewinsville Road McLean, VA 22102	Edwards/ EST IRC-3	26	25	0	19	3	15	34	110
Stenwood Elementary (387) 2620 Gallows Road Vienna, VA 22180	Edwards/ 6500	0	9	2	19	1	0	0	10
Stone Middle (256) 5500 Sully Park Drive Centreville, VA 20120	Edwards/ 8500	13	18	0	5	4	0	0	50
Thoreau Middle (257) 2505 Cedar Lane Vienna, VA 22180	Edwards/ 5721B	5	20	0	64	2	4	0	36
Twain Middle (258) 4700 Franconia Road Alexandria, VA 22310	Edwards/ EST-2	5	24	0	52	1	12	7	50
Virginia Hills Center (276) 6520 Diana Lane Alexandria, VA 22310	Edwards/ 5721B	0	11	0	22	6	0	0	0
Wakefield Forest Elementary (396) 4011 Iva Lane Fairfax, VA 22032	Edwards/ EST IRC-3	5	17	0	7	1	3	39	60
Waples Mill Elementary (397) 11509 Waples Mill Road Oakton, VA 21124	Edwards/ 5721B	8	24	0	2	1	0	1	32
Washington Mill Elementary (398) 9100 Cherry Tree Drive Alexandria, VA 22309	Edwards/ 5721B Notifier/ AFP-400	4	24	0	36	1	0	5	30
Waynewood Elementary (399) 1205 Waynewood Blvd Alexandria, VA 22308	Edwards/ 5721B	3	16	0	2	0	1	26	0
West Potomac High (234) 6500 Quander Road Alexandria, VA 22307	Edwards/ EST-2 (3 separate Edwards/ EST-2's) <i>Also has Silent Knight 5495</i>	9	36	0	33	64	0	236	224



SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
West Springfield Elementary (404) 6802 Deland Drive Springfield, VA 22152	Edwards/ EST IRC-3	3	13	0	0	1	0	19	35
Westfield High (233) 4700 Stonecroft Blvd Chantilly, VA 20151	Edwards/ EST 2	49	52	0	77	1	73	47	
Weyanoke Elementary (405) 6520 Braddock Road Alexandria, VA 22312	Edwards/ EST IRC-3	8	22	0	130	1	6	28	37
White Oaks Elementary (406) 6130 Shiplett Blvd Burke, VA 22015	Edwards/ EST-2	5	13	5	8	0	0	92	33
Wilton Woods Center (278) 3701 Franconia Road Alexandria, VA 22310	Edwards/ 5721B	0	8	1	12	1	0	0	27
Wolftrap Elementary (408) 1903 Beulah Road Vienna, VA 22182	Edwards/ 5721B	0	15	0	0	1	0	0	22
Woodburn Elementary (409) 3401 Hemlock Drive Falls Church, VA 22042	Edwards/ 5721B <i>Also has Simplex 4010</i>	0	18	0	0	1	0	0	18
Woodson High (236) 9525 Main Street Fairfax, VA 22031	Edwards/ EST <i>Also has Siga IRC-3</i>	19	86	11	142	3	71	61	89
Bryant Alternative High (261) 2709 Popkins Lane Alexandria, VA 22306	Notifier/ AFP-400 <i>Also has Notifier PS-24</i>	8	31	1	11	0	0	73	101
Burke Center (262) 9645 Burke Lake Road Burke, VA 22015	Notifier/ AFP-400	7	12	0	2	0	0	38	39
Cedar Lane School (264) 101 Cedar Lane Vienna, VA 22180	Notifier/ AFP-400	7	10	0	11	0	0	28	45

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Centreville Elementary (300) 14330 Green Trails Blvd Centreville, VA 20121	Notifier/ AM2020	9	26	0	9	0	0	87	0
Crestwood Elementary (311) 6010 Hanover Avenue Springfield, VA 22150	Notifier/ AFP-400	7	15	2	18	0	7	31	52
Cunningham Park Elementary (308) 1001 Park Street SE Vienna, VA 22180	Notifier/ AFP-400	10	18	0	19	0	0	28	48
Edison High (217) 5801 Franconia Road Alexandria, VA 22310	Notifier/ AM2020	48	60	94	299	0	0	64	306
Fairfax High (218) 3500 Old Lee Highway Fairfax, VA 22030	Notifier/ AFP-640	15	60	0	0	2	0	250	207
Fairfax Villa Elementary (316) 10900 Santa Clara Drive Fairfax, VA 22030	Notifier/ AFP-1010	6	14	0	1	0	0	0	69
Fairhill Elementary (317) 3001 Chichester Lane Fairfax, VA 22031	Notifier/ AFP-400	18	21	0	6	0	0	41	68
Forestdale Elementary (321) 6530 Elder Avenue Springfield, VA 22150	Notifier/ AFP-1010	4	11	0	2	0	0	0	58
Forestville Annex (415) 1085 Utterback School Road Great Falls, VA 22066	Notifier/ AFT-200	0	4	0	0	0	0	13	3
Fort Belvoir Elementary (324) 5970 Meeres Road, Bldg 1700 Fort Belvoir, VA 22060	Notifier/ AFP-400	14	21	0	17	0	9	15	70
Forte Support Center (416) 6800 B Industrial Drive Springfield, VA 22151	Notifier/ AFP-200	15	17	0	20	0	0	38	65
Glasgow Village (242) 4101 Fairfax Parkway Alexandria, VA 22312	Notifier/ AFP300-400	0	5	0	4	0	0	0	0

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Glen Forest Elementary (331) 5829 Glen Forest Drive Falls Church, VA 22041	Notifier/ AFP-1010	10	17	0	12	0	0	7	105
Hybla Valley Annex (346) 3415 Lockheed Blvd Alexandria, VA 22036	Notifier/ AFP-200	0	4	0	0	0	0	14	4
Key Middle (248) 6402 Franconia Road Springfield, VA 22150	Notifier/ AM-2020	21	46	45	106	0	0	156	114
Lanier Middle (251) 3710 Bevan Drive Fairfax, VA 22030	Notifier/ System 500 <i>Also has Simplex 2001-3093, Simplex 4009-9001</i>	3	31	6	27	3	0	19	46
Longfellow Middle (252) 2000 Westmoreland Street Falls Church, VA 22043	Notifier/ AFP-400	9	28	7	35	4	0	59	96
Lynbrook Elementary (360) 5801 Backlick Road Springfield, VA 22150	Notifier/ AFP-1010	4	23	0	9	0	0	6	72
Madison High (226) 2500 James Madison Drive Vienna, VA 22181	Notifier/ AM2020	20	61	31	240	0	0	71	262
Mantua Elementary (361) 9107 Horner Court Fairfax, VA 22031	Notifier/ AFP-400	11	22	0	12	0	0	58	66
Marshal Road Elementary (362) 730 Marshal Road, SW Vienna, VA 22180	Notifier/ AFP-400	7	15	0	18	3	0	65	70
McLean High (228) 1633 Davidson Road McLean, VA 22101	Notifier/ AM2020	7	46	30	143	0	0	28	77
Newington Forest Elementary (367) 8001 Newington Forest Avenue Springfield, VA 22153	Notifier/ AFP 200	5	9	0	36	0	0	0	19
Parklawn Elementary (374) 4116 Braddock Road Alexandria, VA 22312	Notifier/ AFP-400 <i>Also has Notifier PS-24</i>	23	25	0	23	1	0	57	70

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Pimmit Alternative High (271) 7510 Lisle Avenue Falls Church, VA 22043	Notifier/ AFP-400 <i>Also has Notifier PS-24</i>	4	18	0	10	0	0	43	46
Poe Middle (253) 7000 Cindy Lane Alexandria, Va 22003	Notifier/ AFP-400 <i>Also has Notifier/ PS-24</i>	58	28	0	30	3	3	69	189
Quander Road School (272) 6400 Quander Road Alexandria, VA 22307	Notifier/ AFP-1010	4	15	0	13	0	0	31	36
Rolling Valley Elementary (379) 6703 Barnack Road Springfield, VA 22152	Notifier/ AFP-400 <i>Also has Notifier FCPS-24</i>	8	25	0	21	0	0	33	72
Sandburg Middle (255) 8428 Fort Hunt Road Alexandria, VA 22308	Notifier/ AM-2020	40	65	65	260	0	0	87	107
Timber Lane Elementary (392) 2737 West Street Falls Church, VA 22046	Notifier/ AFP-1010	7	14	0	8	0	0	10	80
Whitman Middle (259) 2500 Parkers Lane Alexandria, VA 22306	Notifier/ AFP-1010	47	41	1	29	0	0	48	120
Woodley Hills Elementary (411) 8718 Old Mt Vernon Road Alexandria, VA 22309	Notifier/ AFP-1010	4	14	0	1	0	0	22	71
Oak Hill Elementary (369) 3210 Kinross Circle Herndon, VA 20171	Pyrotronics/ MXL-1	8	13	0	33	7	0	0	18
Springfield Annex (Gen Svs) (279) 6840 Industrial Road Springfield, VA 22151	F.C.I.	8	0	0	0	0	0	0	0
Annandale Terrace Annex (282) 7604 Herald Street Annandale, VA 22003	Simplex/ 4010	0	4	0	20	1	0	0	14

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Annandale Terrace Elementary (282) 7604 Herald Street Annandale, VA 22003	Simplex/ 4002-8001	5	21	0	5	0	0	0	17
Armstrong Elementary (283) 11900 Lake Newport Road Reston, VA 20194	Simplex/ 2001-8001	6	13	0	33	0	0	0	15
284) Baileys Annex 6111 Knollwood Drive Falls Church, VA 22041	Simplex/ 4010	0	4	0	0	17	7	20	2
Beech Tree Elementary (285) 3401 Beech Tree Lane Falls Church 22042	Simplex/ 2001-8001	0	16	7	50	0	0	0	19
Belle Willard Center (260) 10310 Layton Hall Drive Fairfax, VA 22030	Simplex/ 4246-2	0	3	0	0	3	0	0	0
Bonnie Brae Elementary (288) 5420 Sideburn Road Fairfax, VA 22032	Simplex/ 2001-8001	8	15	0	3	0	0	0	20
Braddock Elementary (289) 7825 Heritage Drive Annandale, VA 22003	Simplex/ 2001-8023 <i>Also has Edwards/ EST-2</i>	5	18	9	39	0	0	15	24
Bren Mar Park Elementary (290) 6344 Beryl Road Alexandria, VA 22312	Simplex/ 4002-8001	4	15	2	0	0	0	0	22
Bucknell Elementary (292) 6925 University Drive Alexandria, VA 22307	Simplex/ 4100-9001	7	22	1	17	0	0	0	74
Burkholder Center (263) 10700 Page Avenue Fairfax, VA 22030	Simplex/ 4246-2	0	12	1	0	12	0	0	0
Camelot Elementary (295) 8100 Guinevere Drive Annandale, VA 22003	Simplex/ 4002-8001	2	16	1	4	0	0	0	27
Cameron Annex (296) 3434 Campbell Drive Alexandria, VA 22303	Simplex/ 4010	0	4	0	3	0	0	7	15

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Cameron Elementary (296) 3434 Campbell Drive Alexandria, VA 22303	Simplex/ 4100-8001	11	26	0	12	0	0	6	108
Clearview Elementary (302) 12635 Builders Road Herndon, VA 20170	Simplex/ 4002-8001	8	20	4	8	0	0	0	28
Clermont Elementary (303) 5720 Clermont Drive Alexandria, VA 22310	Simplex/ 2001-8023	1	14	5	35	0	0	0	14
Clifton Elementary (304) 7010 Clifton Road Clifton, VA 20124	Simplex/ 2001-8001	0	9	6	73	0	0	0	11
Cooper Middle (238) 977 Balls Hill Road McLean, VA 22101	Simplex/ 4100-8001	26	23	6	89	0	0	0	30
Crossfield Elementary (306) 2971 Fox Mill Road Herndon, VA 22071	Simplex/ 2001	12	18	2	7	0	0	0	23
Cub Run Elementary (307) 5301 Sully Station Drive Centreville, VA 20120	Simplex/ 2001-3093	7	11	0	32	0	0	20	4
Deer Park Annex (313) 15109 Calbern Drive Centreville, VA 20120	Simplex/ 4010	0	4	0	20	1	0	0	16
Deer Park Elementary (313) 15109 Calbern Drive Cerntreville, VA 20120	Simplex/ 4100-8001	12	19	1	17	0	0	28	82
Devonshire Administration Center (266) 2831 Graham Road Falls Church, VA 22042	Simplex/ 4010	2	9	0	0	0	0	61	12
Eleven Oaks Administration Office (269) 10515 School Street Fairfax, Va 22030	Simplex/ 4246	0	8	0	0	8	0	0	0

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Falls Church High (219) 7521 Jaguar Trail Falls Church, VA 22042	Simplex/ 2001-8001	28	36	93	193	5	0	0	80
Floris Elementary (320) 2708 Centreville Road Herndon, VA 20171	Simplex/ 4010	2	12	4	95	20	0	0	0
Forest Edge Elementary (322) 1501 Beacontree Lane Reston, VA 22190	Simplex/ 4246-4	0	11	0	0	18	0	0	0
Fox Mill Elementary (326) 2601 Viking Drive Herndon, VA 20171	Simplex/ 4028 Simplex/ 2001	5	17	10	10	19	0	0	0
Franconia Elementary (327) 6043 Franconia Road Alexandria, VA 22310	Simplex/ 2001-8023	6	16	4	61	1	0	0	19
Franklin Middle (239) 3300 Lees Corner Road Chantilly, VA 20151	Simplex/ 2001-8001	11	22	0	66	0	10	0	52
Franklin Sherman Elementary (328) 6630 Brawner Street McLean, VA 22101	Simplex/ 4010 <i>Also has Notifier AFP-200</i>	4	13	6	32	0	0	27	42
Freedom Hill Elementary (329) 1945 Lord Fairfax Road Vienna, VA 22182	Simplex/ 4010 Simplex/ 4002-8001	0	21	0	12	0	0	0	20
Frost Middle (240) 4101 Pickett Road Fairfax, VA 22032	Simplex/ 4100	20	29	0	15	0	0	82	46
Glasgow Annex 4101 Fairfax Parkway Alexandria, VA 22312	Simplex/ 4010	0	3	0	20	1	2	0	13
Glen Forest Annex (331) 5829 Glen Forest Drive Falls Church, VA 22041	Simplex/ 4010	0	3	0	20	1	0	0	16
Graham Road Elementary (332) 3036 Graham Road Falls Church, VA 22042	Simplex/ 2001	6	15	13	77	2	0	0	20

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Great Falls Elementary (333) 701 Walker Road Great Falls, VA 22066	Simplex/ 4002-8001	3	19	5	56	0	0	0	24
Greenbriar East Elementary (335) 13006 Point Pleasant Road Fairfax, VA 22033	Simplex/ 4246-1	0	21	0	0	14	0	0	0
Greenbriar West Elementary (336) 13300 Poplar Tree Road Fairfax, VA 22033	Simplex/ 4002 <i>Also has 4009-9001</i>	0	15	0	2	9	0	0	5
Groveton Elementary (337) 6900 Harrison Lane Alexandria, VA 22306	Simplex/ 4246-1 <i>Also has Simplex/ 4010</i>	0	17	0	0	14	0	8	0
Herndon Elementary (342) 630 Dranesville Road Herndon, VA 20170	Simplex/ 4002-8001	3	25	2	9	2	0	3	32
Hollin Meadows Elementary (345) 2310 Nordok Place Alexandria, VA 22306	Simplex/ 2001-8023	0	12	9	50	0	0	0	42
Holmes Middle (244) 6525 Montrose Street Alexandria, VA 22312	Simplex/ 4001-9403 <i>Also has Simplex 4246-1, Pyrotronics CP-35</i>	1	21	0	13	0	18	138	99
Hughes Middle (245) 11401 Ridge Heights Road Reston, VA 20191	Simplex/ 4208	7	16	2	94	1	0	0	33
Jefferson Science and Technology (222) 6560 Braddock Road Alexandria, VA 22312	Simplex/ 2001-8023	37	46	7	184	0	22	0	57
Keene Mill Elementary (348) 6310 Bardu Avenue Springfield, VA 22152	Simplex/ 4002-8001	5	21	0	3	0	0	0	22
Lacey Center (273) 3705 Crest Drive Annandale, VA 22003	Simplex/ 4246 F.C.I.	0	9	4	17	12	0	0	0
Lake Anne Elementary (353) 11510 North Shore Drive Reston, VA 20190	Simplex/ 2001	1	13	7	55	0	6	0	20



SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Lake Braddock Secondary (223) 9200 Burke Lake Road Burke, VA 22015	Faraday Simplex 4010	0	60	0	230	3	43	0	91
Langley High (224) 6520 Georgetown Pike McLean, VA 22101	Simplex/ 4100-8001	20	42	19	172	0	0	0	51
Laurel Ridge Elementary (355) 10110 Commonwealth Blvd Fairfax, VA 22032	Simplex/ 4002-8001	1	23	0	2	20	2	0	42
Lees Corner Elementary (356) 13500 Hollinger Avenue Chantilly, VA 22033	Simplex/ 2001	0	14	0	31	2	0	0	18
Longfellow Annex 2000 Westmoreland Street Falls Church, VA 22043	Simplex/ 4010	0	4	0	20	1	2	0	14
Lorton Center (274) 8101 Lorton Road Lorton, VA 22079	Simplex/ 4246-2A	0	8	0	0	6	0	0	0
Marshal High (227) 7731 Leesburg Pike Falls Church, VA 22043	Simplex/ 2001	21	47	14	205	0	0	0	65
Mosby Woods Elementary (363) 9819 Five Oaks Road Fairfax, VA 22031	Simplex/ 4002	5	23	5	16	22	10	27	20
Mount Eagle Elementary (364) 6116 North Kings Highway Alexandria, VA 22303	Simplex/ 4002	3	18	0	11	0	0	0	22
Mt. Vernon Woods Elementary (365) 4015 Fielding Street Alexandria, VA 22309	Simplex/ 4002-8001	9	17	5	40	1	0	0	21
Navy Elementary (366) 3500 West Ox Road Fairfax, VA 22033	Simplex/ 2001	4	14	5	29	7	4	0	13
Oakton Elementary (371) 3000 Chain Bridge Road Oakton, VA 22124	Simplex/ 2001-8001	2	25	8	64	0	0	0	23

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Oakton High (230) 2900 Sutton Road Vienna, VA 22181	Simplex/ 4100-8001	22	54	4	18	0	18	0	87
Ravensworth Elementary (377) 5411 Nutting Drive Springfield, VA 22151	Simplex/ 4002-8001	4	17	0	6	0	2	0	22
Rocky Run Middle (254) 4400 Stringfellow Road Chantilly, VA 20151	Simplex/ 4208	5	17	10	90	9	0	0	18
Sangster Elementary (381) 7420 Reservation Drive Springfield, VA 22153	Simplex/ 2001-8001	13	15	2	4	0	4	0	21
Sideburn Support Center (275) 5025 Sideburn Road Fairfax, VA 22032	Simplex/ 4005-9101 <i>Also has Simplex 4246-4</i>	6	8	0	0	9	0	0	0
Silverbrook Elementary (384) 9350 Crosspointe Drive Fairfax Station, VA 22039	Simplex/ 2001-8001	9	15	2	7	0	4	0	23
Springfield Estates Elementary (385) 6200 Charles C Goff Drive Springfield, VA 22150	Simplex/ 4002-8001	2	17	7	63	0	2	0	21
Stratford Landing Elementary (388) 8484 Riverside Road Alexandria, VA 22308	Simplex/ 4002	4	13	6	46	1	0	0	27
Sunrise Valley Annex (389) 10824 Cross School Road Reston, VA 20191	Simplex/ 2001	0	4	0	6	0	0	0	4
Sunrise Valley Elementary (389) 10824 Cross School Road Reston, VA 20191	Standard/ 7000 <i>Also has SET Elec SET 7000</i>	0	12	3	12	0	0	0	30
Terraset Elementary (391) 11411 Ridge Heights Road Reston, VA 20191	Simplex/ 4208-1	10	17	1	12	0	0	0	17
Terra-Centre Elementary (390) 6000 Burke Centre Parkway Burke, VA 22015	Simplex/ 4208	11	18	10	25	0	0	0	21

SPECIFICATIONS continued  
Inventory List of Fire Alarm Systems

Site ID, Name and Address	System/Model	Duct Detector	Pull Station	Heat Detector	Smoke Detector	Horns	Electric Strikes	Strobes	Horn/ Strobe
Union Mill Elementary (393) 13611 Springstone Drive Clifton, VA 20124	Simplex/ 2001-8023	5	0	0	37	0	0	0	22
Vienna Elementary (394) 128 Center Street Vienna, VA 22180	Simplex/ 2001-8001	0	18	1	35	0	13	0	19
Virginia Run Elementary (395) 15450 Martins Hundred Drive Centreville, VA 20120	Simplex/ 2001	7	17	0	3	29	0	0	29
Walnut Hill Center (277) 7423 Camp Alger Avenue Falls Church, VA 22042	Simplex/ 4246 <i>Also has Simplex 2001-3080</i>	0	7	5	21	6	0	0	0
West Springfield High (235) 6100 Rolling Road Springfield, VA 22152	Simplex/ 4100-8001	13	61	97	145	0	12	0	67
Westbriar Elementary (400) 1741 Pine Valley Drive Vienna, VA 22182	Simplex/ 4010-9101	9	22	0	29	0	11	40	48
Westgate Elementary (401) 7500 Magarity Road Falls Church, VA 22043	Simplex/ 2001-8023	0	14	9	46	0	0	0	16
Westlawn Elementary (402) 3200 Westly Road Falls Church, VA 22042	Simplex/ 2001-8023	4	17	13	71	0	0	0	22
Westmore Elementary (403) 1100 Berry Street Fairfax, VA 22030	Simplex/ 2001	0	12	3	8	0	0	0	9
Willow Springs Elementary (407) 5400 Willow Springs Road Fairfax, VA 22030	Simplex/ 2001-8023	5	12	0	8	0	0	0	28
Woodlawn Annex (410) 8505 Highland Lane Alexandria, VA 22309	Simplex/ 4010	11	2	0	1	0	0	15	9
Woodlawn Elementary (410) 8505 Highland Lane Alexandria, VA 22309	Simplex/ 2001-3083	2	19	6	50	0	0	0	0

**COUNTY OF FAIRFAX  
COMMONWEALTH OF VIRGINIA**

**GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

(Vendor: The general rules and conditions which follow apply to all purchases and become a definite part of each formal solicitation and resulting contract award issued by the DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT, unless otherwise specified. Bidders or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and relief cannot be secured on the plea of error).

Subject to all State and local laws, policies, resolutions, and regulations and all accepted rules, regulations and limitations imposed by legislation of the Federal Government, bids on all solicitations issued by the DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT will bind bidders to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

**1. AUTHORITY-** The Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order (except for capital construction projects) issued by the County of Fairfax. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned buyers. Unless specifically delegated by the County Purchasing Agent, no other County officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the government of the County of Fairfax for an indebtedness. Any purchase ordered or contract made which is contrary to these provisions and authorities shall be of no effect and void and the County shall not be bound thereby.

**2. DEFINITIONS-**

**AGENCY:** Any Department, Agency, Authority, Commission, Board or other unit in the Administrative Service of the County.

**BEST VALUE:** As predetermined in the solicitation, means the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs.

**BID:** The offer of a bidder to provide specific goods or services at specified prices and/or other conditions specified in the solicitation.

**BIDDER/OFFEROR:** Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Purchasing Agent and offering to enter into contracts with the County. The term "bidder" will be used throughout this document and shall be construed to mean "offeror" where appropriate.

**CONTRACTOR:** Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the County.

**COUNTY:** County of Fairfax.

**GOODS:** All material, equipment, supplies, printing, and automated data processing hardware and software.

**INFORMALITY:** A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid or the request for proposal which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.

**INVITATION FOR BID (IFB):** A request which is made to prospective suppliers (bidders) for their quotation on goods or services desired by the County. The issuance of an IFB will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.

**OPEN MARKET PROCUREMENT (OMP):** A method of competitive bidding for the purchase or lease of goods, non-professional services or for the purchase of insurance, construction, or construction management when the estimated cost thereof shall be less than \$50,000.

**PROFESSIONAL & CONSULTANT SERVICES:** Any type of professional service which is either: 1) performed by an independent contractor within the practice of accounting, actuarial services, architecture, dentistry, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering (which shall be procured as set forth in the Code of Virginia §11-37 in the definition of competitive negotiation at paragraph 3 (a), and in conformance with the Fairfax County Purchasing Resolution), or 2) any other type of similar contractual service (including consultants), required by the Fairfax County Government but not furnished by its own employees, which is in its nature so unique that it should be obtained by negotiation on the basis of demonstrated competence and qualification for the type of professional service required and at fair and reasonable compensation rather than by competitive sealed bidding.

**PURCHASING AGENT:** The Purchasing Agent employed by the Board of Supervisors of Fairfax County, Virginia.

**REQUEST FOR PROPOSAL (RFP):** A request for an offer from prospective offerors which will indicate the general terms which are sought to be procured from the offeror. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference other contractual terms and conditions applicable to the procurement.

**RESPONSIBLE BIDDER/OFFEROR:** An individual, company, firm, corporation, partnership or other organization having the capability in all respects to perform fully the contract requirements, and also having the moral and business integrity and reliability which will assure good faith performance, and having been prequalified, if required. (Reference paragraph 24, General Conditions and Instructions to Bidders).

**RESPONSIVE BIDDER/OFFEROR:** An individual, company, firm, corporation, partnership or other organization having submitted a bid which conforms in all material respects to the invitation for bid or request for proposal.

**SERVICES:** Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

**SOLICITATION:** The process of notifying prospective bidders that the County wishes to receive bids on a set of requirements to provide goods or services. The notification of County requirements may consist of public advertising (newspaper or County Web Site), the mailing of an Invitation for Bid (IFB) or Request for Proposal (RFP), the public posting of notices, issuance of an Open Market Procurement (OMP), or telephone calls to prospective bidders.

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

STATE: Commonwealth of Virginia.

### CONDITIONS OF BIDDING

**3. BID FORMS-**Unless otherwise specified in the solicitation, bid Cover Sheets and Pricing Schedules are furnished in duplicate and all bids shall be submitted in duplicate, on the forms provided, properly signed in ink in the proper spaces and submitted in a sealed envelope provided with the solicitation. The item pages of the Pricing Schedule which do not include any items for which a bid is required need not be included in the submission of a bid.

Should the bid prices and/or any other submissions differ on the copy of the submitted bid, the ORIGINAL copy shall prevail.

#### 4. LATE BIDS & MODIFICATIONS OF BIDS-

- a. Any bid/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/modification is considered a late bid/modification. A late bid/modification will not be considered for award except under the following conditions only:
  - 1) It was sent by registered or certified mail not later than the fifth (5th) calendar date prior to the date specified for receipt of the bid/modification; or
  - 2) The bid/modification was sent by mail and it is determined by the County Purchasing Agent that the late receipt was due solely to mishandling by the County after receipt at the address specified in the solicitation.
- b. If the County declares administrative or liberal leave, scheduled bid openings or receipt of proposals will be extended to the next business day.
- c. The time of receipt of bids at the specified location is the time-date stamp of such location on the bid wrapper or other documentary evidence of receipt maintained by the specified location.
- d. A late hand-carried bid, or any other late bid not submitted by mail, shall not be considered for award.

#### 5. WITHDRAWAL OF BIDS-

- a. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his or her bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The bidder shall give notice in writing to the Purchasing Agent of his or her claim of right to withdraw his or her bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
  - b. A bidder for a contract other than for public construction may request withdrawal of his or her bid under the following circumstances:
    - 1. Requests for withdrawal of bids prior to opening of such bids shall be transmitted to the County Purchasing Agent in writing.
    - 2. Requests for withdrawal of bids after opening of such bids but prior to award shall be transmitted to the County Purchasing Agent, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the County may exercise its right of collection.
- c. No bid may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent.
- d. If a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid.
- e. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
- f. If the county denies the withdrawal of a bid under the provisions of this paragraph, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.
- g. Work papers, documents, and materials submitted in support of a withdrawal of bids may be considered as trade secrets or proprietary information subject to the conditions of the Virginia Freedom of Information Act.

**6. ERRORS IN BIDS-**When an error is made in extending total prices, the unit bid price will govern. Erasures in bids must be initialed by the bidder. Carelessness in quoting prices, or in preparation of bid otherwise, will not relieve the bidder. Bidders are cautioned to recheck their bids for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his or her bid is accepted.

**7. MAILING OF BIDS-**All solicitation packages will contain a special mailing envelope which must be used by bidders in presenting such bids. In the event that the bid contains bulky subject material, the special mailing envelope must be firmly affixed to any other wrapper being used.

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

- 8. COMPLETENESS**-To be responsive, a bid must include all information required by the solicitation.
- 9. ACCEPTANCE OF BIDS/BINDING 90 DAYS**-Unless otherwise specified, all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless extended by mutual consent of all parties.
- 10. CONDITIONAL BIDS**-Conditional bids are subject to rejection in whole or in part.
- 11. BIDS FOR ALL OR PART**-Unless otherwise specified by the County Purchasing Agent or by the bidder, the Purchasing Agent reserves the right to make award on all items in the aggregate or on any of the items on an individual basis, whichever is in the best interest of the County. A bidder may restrict his or her bid to consideration in the aggregate by so stating but shall name a single unit price on each item bid. Any bid in which the bidder names a total price for all the articles without quoting a unit price for each and every separate item may not be considered for award.
- 12. AREA BIDS**-For the purchase and delivery of certain goods and services the County may be divided into Areas (e.g., Areas I, II, III, and IV). When such goods and services are included in the Pricing Schedule, bidders may bid on all areas or an individual area. A map showing the areas of the County will be furnished with the solicitation when required.
- 13. TIME FOR RECEIVING BID**-Bids received prior to the time of opening will be securely kept, unopened. The representative of the Purchasing Agent assigned to open them will decide when the specified time has arrived, and no bid received thereafter will be considered, except as provided in paragraph 4, General Conditions and Instructions to Bidders. No responsibility will attach to the Purchasing Agent or his or her representative for the premature opening of a bid not properly addressed and identified. Unless specifically authorized in the solicitation, telegraphic or facsimile bids/modifications will not be considered.
- 14. BID OPENING**-All bids received in response to an Invitation for Bid (IFB) will be opened at the date, time and place specified, read publicly, and made available for inspection as provided in paragraph 68, General Conditions and Instructions to Bidders. Tabulations of bids received are posted on the Department of Purchasing & Supply Management Bulletin Board as well as the County's web site: <http://www.co.fairfax.va.us/dpsm> for a minimum of 30 days.
- Proposals received in response to a Request for Proposal (RFP) will be made available as provided in paragraph 68, General Conditions and Instructions to Bidders.
- 15. OMISSIONS & DISCREPANCIES**-Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.
- Should a bidder find discrepancies or ambiguities in, or omissions from, the solicitation, including the drawings and/or specifications, he or she shall notify the Purchasing Agent at least five (5) days prior to the date set for the opening of bids. If necessary, the Purchasing Agent will send a written addendum for clarification to all bidders no later than three (3) days before the date set for opening of bids. Notifications regarding specifications will not be considered if received within five days of the date set for opening of bids.
- 16. RESPONSE TO SOLICITATIONS**-In the event a vendor cannot submit a bid on a solicitation, he or she is requested to return the solicitation cover sheet with an explanation as to why he or she is unable to bid on these requirements. Because of the large number of firms listed on the County's Bidders List, it may be necessary to delete from this list the names of those persons, firms or corporations who fail to respond after having been invited to bid for three (3) successive solicitations. Such deletion will be made only after formal notification of the intent to remove the firm from the County's Bidders List.
- 17. BIDDER INTERESTED IN MORE THAN ONE BID**-If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.
- 18. TAX EXEMPTION**-The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in the list price, a bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the County. Fairfax County's Federal Excise Tax Exemption Number is 54-74-0127K. Contractors located outside the Commonwealth of Virginia are advised that when materials are picked up by the County at their place of business, they may charge and collect their own local/state sales tax. Materials used in the performance of construction contracts are subject to Virginia Sales/Use Tax as described in Section 630-10-27J of the Virginia Retail Sales and Use Tax Regulations.
- 19. PROHIBITION AGAINST UNIFORM PRICING**-The County Purchasing Agent shall encourage open and competitive bidding by all possible means and shall endeavor to obtain the maximum degree of open competition on all purchase transactions using the competitive sealed bidding, competitive negotiation, or open market methods of procurement. In submitting a bid each bidder shall, by virtue of submitting a bid, guarantee that he or she has not been a party with other bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render void the bids of participating bidders. Any disclosure to or acquisition by a competitive bidder, in advance of the opening of the bids, of the terms or conditions of the bid submitted by another competitor shall render the entire proceedings void and shall require re-advertising for bids.

## SPECIFICATIONS

- 20. QUESTIONS CONCERNING SPECIFICATIONS**-Any information relative to interpretation of specifications and drawings shall be requested of the Purchasing Agent, in writing, in ample time before the opening of bids. No inquiries, if received by the Purchasing Agent within five (5) days of the date set for the opening of bids, will be given any consideration. Any material interpretation of a specification, as determined by the County Purchasing Agent, will be expressed in the form of an addendum to the specification which will be sent to all prospective bidders no later than three (3) days before the date set for receipt of bids. Oral answers will not be authoritative.
- 21. BRAND NAME OR EQUAL ITEMS**-Unless otherwise provided in the invitation for bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted.

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

**22. FORMAL SPECIFICATIONS-**When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.

The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

**23. FEDERAL SPECIFICATIONS-**Any Federal Specifications referred to herein may be obtained from the GSA Federal Supply Service Bureau - Specification Section, 470 East L'Enfant Plaza, S.W., Suite #8100, Washington, D.C. 20407 (Voice: 1-202-619-8925, Fax: 1-202-619-8978).

### AWARD

**24. AWARD OR REJECTION OF BIDS-**The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified offeror whose proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many bidders as deemed necessary to fulfill the anticipated requirements of Fairfax County. The Purchasing Agent also reserves the right to reject the bid of a bidder deemed to be a non-responsible bidder.

In determining the responsibility of a bidder, the following criteria will be considered:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the services required;
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reliability, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance on previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the goods or services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. The number and scope of the conditions attached to the bid;
- j. Whether the bidder is in arrears to the County on a debt or contract or is in default on a surety to the County or whether the bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County Purchasing Agent having a bearing on the decision to award the contract.

**25. NOTICE OF ACCEPTANCE/CONTRACT DOCUMENTS-**A written award (or Acceptance Agreement) mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the solicitation shall be deemed to result in a binding contract. The following documents which are included in the solicitation shall be incorporated by reference in the resulting contract and become a part of said contract:

- a. County of Fairfax Solicitation Form/Acceptance Agreement (Cover Sheet) and other documents which may be incorporated by reference, if applicable,
- b. General Conditions and Instructions to Bidders,
- c. Special Provisions and Specifications,
- d. Pricing Schedule,
- e. Any addenda/amendments/Memoranda of Negotiations

**26. TIE-BIDS** – If two or more bidders submit bids that are identical as to price, authorized prompt payment discounts and delivery time, preference will be given to the resident Fairfax County tie bidder whose firm has its principal place of business in the County, or if there be none, to the resident of Virginia tie bidder, or if there be none, to one of the tie bidders by drawing lots in public, except when in the judgement of the County such purchase would operate to the disadvantage of the County. The decision of the County to make award to one or more such bidders shall be final.

**27. PROMPT PAYMENT DISCOUNT-**

- a. Unless otherwise specified in the solicitation, prompt payment discounts requiring payment in less than fifteen (15) days will not be considered in evaluating a bid for award. However, even though not considered in the evaluation, such discounts will be taken if payment is to be made within the discount period.
- b. In connection with any discount offered, time will be computed from the date of delivery of the supplies to the carrier when delivery, inspection and acceptance are at the point of origin; or, from date of delivery, inspection and acceptance at destination; or, from date correct invoice or

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

voucher is received in the office specified by the County, if the latter is later than the date of acceptance. In the event the bidder does not indicate a prompt payment discount, it shall be construed to mean NET 30 days.

For the purpose of earning the discount, payment is deemed to be made as of the date of mailing of the County check.

**28. INSPECTION-ACCEPTANCE**-For determining acceptance of supplies in accordance with the provisions of the prompt payment discount paragraph, inspection and acceptance shall be accomplished only after examination (including testing) of supplies and services to determine whether the supplies and services conform to the contract requirements. Acceptance shall occur only after receipt and inspection provided such inspection, as appropriate, is accomplished within a reasonable time.

**29. DEFINITE BID QUANTITIES**-Where definite quantities are specifically stated, acceptance will bind the County to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the County will not be required to accept delivery of any balances unordered, as of the contract expiration date, unless the Contractor furnished the Purchasing Agent with a statement of unordered balances not later than ten (10) days after the termination date of the contract.

**30. REQUIREMENT BID QUANTITIES**-On "Requirement" bids, acceptance will bind the County to pay for, at unit bid prices, only quantities ordered and delivered. Where the County specifies estimated quantities, the Contractor shall not be required to deliver more than ten (10) percent in excess of the estimated quantity of each item, unless otherwise agreed upon.

### CONTRACT PROVISIONS

**31. TERMINATION OF CONTRACTS**-Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.
- b. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.

**32. TERMINATION FOR CONVENIENCE**-A contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery to the Contractor at least five (5) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

**33. TERMINATION OF CONTRACT FOR CAUSE-**

- a. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.
- b. Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the County from the Contractor is determined.

**34. CONTRACT ALTERATIONS**-No alterations in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his or her authorized agent.

**35. SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS**-It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. If the Contractor desires to assign his or her right to payment of the contract, Contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his or her obligations or change the terms of the contract.

**36. FUNDING**-A contract shall be deemed binding only to the extent of appropriations available to each Agency for the purchase of goods and services.

**37. DELIVERY/SERVICE FAILURES**-Failure of a Contractor to deliver goods or services within the time specified, or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the Purchasing Agent, shall constitute authority for the Purchasing Agent to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the Purchasing Agent, for any expense incurred in excess of contract prices. Such purchases shall be deducted from the contract quantities if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

**38. NON-LIABILITY**-The Contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, the transportation carrier, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the Purchasing Agent's opinion, are beyond the control of the Contractor. Under such circumstances, however, the Purchasing Agent may, at his or her discretion, cancel the contract.

**39. NEW GOODS, FRESH STOCK**-All Contractors, unless otherwise specifically stated, shall provide new commodities, fresh stock, latest model,



GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

design or pack.

**40. NON-DISCRIMINATION**-During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such Contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- e. Contractor and Subcontractor hereunder shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.

**41. SMALL BUSINESS ENTERPRISE PROGRAM-**

- a. It is the policy of the County of Fairfax as declared by the Fairfax County Board of Supervisors' adoption of a Small and Minority Business Enterprise Program, April 6, 1981, that Fairfax County and its employees undertake every effort to increase opportunity for utilization of small and minority businesses in all aspects of procurement to the maximum extent feasible.
- b. In connection with the performance of this contract, the Contractor agrees to use his or her best effort to carry out this policy and to insure that small and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.
- c. As used in this contract the term "small business" means a corporation, partnership, or sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees, or less than \$1,000,000 in annual receipts.
- d. As used in this contract, the term "minority business" means a business enterprise that is at least 51 percent owned and controlled by a minority person or persons. Such persons include African Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts; women regardless of race or ethnicity; and persons with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, a record of such impairment, or who are regarded as having such an impairment.
- e. Contractors may rely on oral or written representations by subcontractors regarding their status as small and/or minority business enterprises in lieu of independent investigation.
- f. Where Federal grants or monies are involved it is the policy of Fairfax County, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.

**42. GUARANTEES & WARRANTIES**-All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on the contract is made. Unless otherwise stated, manufacturer's standard warranty applies.

**43. PRICE REDUCTION**-If at any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to this contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. The Contractor in addition will within ten days of any general price reduction notify the Purchasing Agent of such reduction by letter. FAILURE TO DO SO MAY REQUIRE TERMINATION OF THE CONTRACT. Upon receipt of any such notice of a general price reduction, all ordering offices will be duly notified by the Purchasing Agent.

The Contractor, if requested, shall furnish, within ten days after the end of the contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the bid, or (2) if any such general price reductions were made, that as provided above, they were reported to the Purchasing Agent within ten (10) days and ordering offices were billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Purchasing Agent was notified of any such reduction.

**44. CHANGES**-Should it become proper or necessary in the execution of this contract to make any change in design, or to make any alterations which will increase the expense, the Purchasing Agent shall determine an equitable adjustment.

No payment shall be made to the Contractor for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless some changes in or additions to the contract requiring additional outlay by the Contractor shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

**45. PLACING OF ORDERS**-Orders against contracts will be placed with the Contractor on a Purchase Order (or Procurement Card) executed and released by the Purchasing Agent or his or her designee. The Purchase Order must bear the appropriate contract number and date. Where Blanket Purchase Agreements (BPAs) have been executed and a Blanket Purchase Order has been released by the Purchasing Agent, telephonic orders may be placed directly with the Contractor by authorized personnel in the ordering Agency.

### DELIVERY PROVISIONS

**46. SHIPPING INSTRUCTIONS - CONSIGNMENT**-Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 AM - 3:00 PM. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the storekeeper at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays, unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.

**47. RESPONSIBILITY FOR SUPPLIES TENDERED**-The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.

**48. INSPECTIONS**-Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.

**49. COMPLIANCE**-Delivery must be made as ordered and in accordance with the solicitation or as directed by the Purchasing Agent when not in conflict with the bid. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Purchasing Agent, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction contracts. See Special Provisions for the individual solicitation.

**50. POINT OF DESTINATION**-All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated in the contract or purchase order. The materials must be delivered to the "Ship to" address indicated on the purchase order.

**51. ADDITIONAL CHARGES**-Unless bought F.O.B. "shipping point" and Contractor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, difference between freight or mail and express charges may be added to invoice.

**52. METHOD AND CONTAINERS**-Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.

**53. WEIGHT CHECKING**-Deliveries shall be subject to re-weighing over official sealed scales designated by the County. Payments shall be made on the basis of net weight of materials delivered. Normal shrinkage may be allowed in such instances where shrinkage is possible. Net weights only, exclusive of containers or wrapping, shall be paid for by the County.

**54. DEMURRAGE AND RE-SPOTTING**-The County will be responsible for demurrage charges only when such charges accrue because of the County's negligence in unloading the materials. The County will pay railroad charges due to the re-spotting of cars, only when such re-spotting is ordered by the County.

**55. REPLACEMENT**-Materials or components that have been rejected by the Purchasing Agent, in accordance with the terms of a contract, shall be replaced by the Contractor at no cost to the County.

**56. PACKING SLIPS OR DELIVERY TICKETS**-All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

1. The Purchase Order Number,
2. The Name of the Article and Stock Number (Supplier's),
3. The Fairfax County Identification Number (FCIN), if specified in the order,
4. The Quantity Ordered,
5. The Quantity Shipped,
6. The Quantity Back Ordered,
7. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

### BILLING

**57. BILLING**-Billing for the Fairfax County Public Schools and for County agencies: Unless otherwise specified on the contract or purchase order,

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

invoices are to be submitted, in DUPLICATE, for each purchase order immediately upon completion of the shipment or services. If shipment is made by freight or express, the original Bill of Lading, properly receipted, must be attached to the invoice. Invoices should be mailed to the "BILL TO" address on the P.O. or to the appropriate address specified below:

- a. Fairfax County Public Schools  
Assistant Superintendent - Financial Services  
10700 Page Avenue  
Fairfax, Virginia 22030
- b. County of Fairfax  
Office of Finance  
P. O. Box 1327, Drawer A  
Fairfax, Virginia 22035
- c. Fairfax County Redevelopment and Housing Authority  
Finance Division  
3700 Pender Drive, Suite 300  
Fairfax, Virginia 22030-7444
- d. Fairfax County Park Authority  
12055 Government Center Parkway  
Suite 927  
Fairfax, Virginia 22035-1118

### PAYMENTS

**58. PAYMENT-**Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Fairfax County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modifications thereto.

**59. PARTIAL PAYMENTS-**Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, up to 5 percent (5%) of the value of the entire order may be retained until completion of contract.

**60. PAYMENT FOR EQUIPMENT, INSTALLATION, AND TESTING-**When equipment requires installation (which shall also be interpreted to mean erection and/or setting up or placing in position, service, or use) and test, and where such installation or testing is delayed, payment may be made on the basis of 50% of the contract price when such equipment is delivered on the site. A further allowance of 25% may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.

### GENERAL

**61. GENERAL GUARANTY-**Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a contract for which the Contractor is not the patentee, assignee, licensee or owner.
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other contractors, for which his or her workers are responsible.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County.
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.

**62. SERVICE CONTRACT GUARANTY-**Contractor agrees to:

- a. Furnish services described in the solicitation and resultant contract at the times and places and in the manner and subject to conditions therein set forth provided that the County may reduce the said services at any time.
- b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.
- c. All work and services rendered in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.
- d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.
- e. Stipulate that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material. Notification of an

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

omission or failure will be documented by the Purchasing Agent.

**63. INDEMNIFICATION**-Contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

**64. OFFICIALS NOT TO BENEFIT-**

- a. Each bidder or offeror shall certify, upon signing a bid or proposal, that to the best of his or her knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.
- b. Whenever there is reason to believe that a financial benefit of the sort described in paragraph "a" has been or will be received in connection with a bid, proposal or contract, and that the contractor has failed to disclose such benefit or has inadequately disclosed it, the County Executive, as a prerequisite to payment pursuant to the contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.
- c. In the event the bidder or offeror has knowledge of benefits as outlined above, this information should be submitted with the bid or proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder or offeror shall address the disclosure of such facts to the Fairfax County Purchasing Agent, 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013. Relevant Invitation/Request for Proposal Number (see cover sheet) should be referenced in the disclosure.

**65. LICENSE REQUIREMENT**-All firms doing business in Fairfax County, shall obtain a license as required by Chapter 4, Article 7, of The Code of the County of Fairfax, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration, telephone (703) 222-8234 or visit: [http://www.co.fairfax.va.us/dta/business\\_tax.htm](http://www.co.fairfax.va.us/dta/business_tax.htm). The BPOL Tax number must be indicated in the space provided on the Cover Sheet, "Fairfax License Tax No." when appropriate.

**66. REGISTERING OF CORPORATIONS**-Any foreign corporation transacting business in Virginia shall secure a certificate of authority as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209. The Commission may be reached at (804) 371-9733. The consequences of failing to secure a certificate of authority are set forth in Virginia Code Section 13.1-758.

**67. COVENANT AGAINST CONTINGENT FEES**-The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

**68. VIRGINIA FREEDOM OF INFORMATION ACT**-All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
- b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- c. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

## BIDDER/CONTRACTOR REMEDIES

**69. INELIGIBILITY-**

- a. Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the County Purchasing Agent.

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

1. The Notice of Suspension shall state the reasons for the actions taken and such decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.
2. The Notice of Debarment shall state the reasons for the actions taken and the decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the notice by instituting legal action as provided in the Code of Virginia.
- b. The County Purchasing Agent shall have the authority to suspend or debar a person or firm from bidding on any contract for the causes stated below:
  1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
  2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County contractor;
  3. Conviction under the state or federal antitrust statutes arising out of the submission of bids or proposals;
  4. Violation of contract provisions, as set forth below, of a character which is regarded by the County Purchasing Agent to be so serious as to justify suspension or debarment action:
    - (a) failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
    - (b) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension or debarment;
  5. Any other cause the County Purchasing Agent determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or because of prior reprimands;
  6. The contractor has abandoned performance or been terminated for default on any other Fairfax County project;
  7. The contractor is in default on any surety bond or written guarantee on which Fairfax County is an obligee.
- c. If, upon appeal, it is determined that the action taken by the County Purchasing Agent was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief available to the person or firm shall be restoration of eligibility. The person or firm may not institute legal action until all statutory requirements have been met.

### 70. APPEAL OF DENIAL OF WITHDRAWAL OF BID-

- a. A decision denying withdrawal of a bid submitted by a bidder or offeror shall be final and conclusive unless the bidder appeals the decision within ten (10) days after receipt of the decision by instituting legal action as provided in the Code of Virginia. The bidder or offeror may not institute legal action until all statutory requirements have been met.
- b. If no bid bond was posted, a bidder refused withdrawal of bid under the provisions of Article 2, Section 4 a.9, of the Fairfax County Purchasing Resolution, prior to appealing, shall deliver to the County a certified check or cash bond in the amount of the difference between the bid sought to be withdrawn and the next low bid. Such security shall be released only upon a final determination that the bidder was entitled to withdraw the bid.
- c. If, upon appeal, it is determined that the decision refusing withdrawal of the bid was arbitrary or capricious, the sole relief shall be withdrawal of the bid.

### 71. APPEAL OF DETERMINATION OF NONRESPONSIBILITY-

- a. Any bidder who, despite being the apparent low bidder, is determined not to be a responsible bidder for a particular County contract shall be notified in writing by the County Purchasing Agent. Such notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within ten (10) days of receipt of the notice by instituting legal action as provided in the Code of Virginia. The bidder may not institute legal action until all statutory requirements have been met.
- b. If, upon appeal, it is determined that the decision of the County Purchasing Agent was arbitrary or capricious and the award for the particular County contract in question has not been made, the sole relief available to the bidder shall be a finding that the bidder is a responsible bidder for the County contract in question. Where the award has been made and performance has begun, the County may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

### 72. PROTEST OF AWARD OR DECISION TO AWARD-

- a. Any bidder or offeror may protest the award or decision to award a contract by submitting a protest in writing to the County Purchasing Agent, or an official designated by the County of Fairfax, no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. Any potential bidder or offeror on a contract negotiated on a sole source or emergency basis who desires to protest the award or decision to award such contract shall submit such protest in the same manner no later than ten days after posting or publication of the notice of such contract as provided in Article 2, Section 2, of the Fairfax County Purchasing Resolution. However, if the protest of any actual or potential bidder or offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction which are subject to inspection under Article 2, Section 4e of the Fairfax County Purchasing Resolution, then the time within which the protest must be submitted shall expire ten days after those records are available for inspection by such bidder or offeror under Article 2,

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS, continued

Section 4e, or at such later time as provided herein. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror. The written protest shall include the basis for the protest and the relief sought. The County Purchasing Agent shall issue a decision in writing within ten (10) days of the receipt of the protest stating the reasons for the action taken. This decision shall be final unless the bidder or offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in the Code of Virginia.

- b. If prior to award it is determined that the decision to award is arbitrary or capricious, then the sole relief shall be a finding to that effect. The County Purchasing Agent shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made but performance has not begun, the performance of the contract may be declared void by the County. Where the award has been made and performance has begun, the County Purchasing Agent may declare the contract void upon a finding that this action is in the best interest of the County. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance at the rate specified in the contract up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.
- c. Pending final determination of a protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this article shall not be affected by the fact that a protest or appeal has been filed.
- d. An award need not be delayed for the period allowed a bidder or offeror to protest, but in the event of a timely protest, no further action to award the contract will be taken unless there is a written determination that proceeding without delay is necessary to protect the public interest or unless the bid or offer would expire.

**73. CONTRACTUAL DISPUTES-**

- a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the County Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified.
- b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

**74. LEGAL ACTION-**No bidder, offeror, potential bidder or offeror, or contractor shall institute any legal action until all statutory requirements have been met.

**75. COOPERATIVE PURCHASING-**When stated specifically in the solicitation, the County Purchasing Agent of Fairfax County may participate in, sponsor, conduct or administer a cooperative procurement agreement with one or more other public bodies, or agencies of the United States, for the purpose of combining requirements to increase efficiency or reduce administrative expenses. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in any such arrangement.

**76. PROFESSIONAL AFFILIATION-**The Department of Purchasing & Supply Management holds membership in the National Institute of Governmental Purchasing, Inc., a non-profit, educational and technical organization that includes among its goals and objectives the study, discussion, and recommendation of improvements in governmental purchasing and the interchange of ideas and experiences on local, state, and national governmental purchasing problems.

**77. DRUG FREE WORKPLACE -**During the performance of a contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**APPROVED:**

/S/ David Bobzien  
COUNTY ATTORNEY

/S/ Cathy A. Muse  
COUNTY PURCHASING AGENT

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
<b>PART 1: ANNUAL TESTING, INSPECTIONS W/FIRE MARSHAL &amp; ANNUAL MAINTENANCE</b>					
<b>Group 1: Edwards</b>					
1.	Aldrin Elementary (281) 11375 Center Harbor Road Reston, VA 20194	12	MO	\$	\$
2.	Annandale High (214) 4700 Medford Drive Annandale, VA 22003	12	MO	\$	\$
3.	Baileys Elementary (284) 6111 Knollwood Drive Falls Church, VA 22041	12	MO	\$	\$
4.	Belle View Elementary (286) 6701 Fort Hunt Road Alexandria, VA 22307	12	MO	\$	\$
5.	Belvedere Elementary (287) 6540 Columbia Pike Falls Church, VA 22041	12	MO	\$	\$
6.	Brookfield Elementary (291) 4200 Lees Corner Road Chantilly, VA 20151	12	MO	\$	\$
7.	Bull Run Elementary (293) 15301 Lee Highway Centreville, VA 20121	12	MO	\$	\$
8.	Bush Hill Elementary (294) 5927 Westchester Street Alexandria, VA 22310	12	MO	\$	\$
9.	Canterbury Woods Elementary (297) 4910 Willet Drive Annandale, VA 22003	12	MO	\$	\$
10.	Cardinal Forest Elementary (298) 8500 Forrester Blvd Springfield, VA 22152	12	MO	\$	\$
11.	Carson Middle (237) 13618 McLearen Road Herndon, VA 20171	12	MO	\$	\$
12.	Centre Ridge Elementary (299) 1400 New Braddock Road Centreville, VA 22020	12	MO	\$	\$
13.	Centreville High (215) 6001 Union Mill Road Clifton, VA 20124	12	MO	\$	\$
14.	Chantilly High (216) 4201 Stringfellow Road Chantilly, VA 20151	12	MO	\$	\$
15.	Chapel Square Center (265) 4414 Holborn Ave Annandale, VA 22003	12	MO	\$	\$
16.	Cherry Run Elementary (309) 9732 Ironmaster Drive Burke, VA 22015	12	MO	\$	\$
17.	Chesterbrook Elementary (301) 1753 Kirby Road McLean, VA 22101	12	MO	\$	\$
18.	Churchill Road Elementary (310) 7100 Churchill Road	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
	McLean, VA 22101				
	<b>Group 1: Edwards, continued</b>				
19.	Columbia Elementary (305) 6720 Alpine Drive Annandale, VA 22003	12	MO	\$	\$
20.	Daniels Run Elementary (312) 3705 Old Lee Highway Fairfax, VA 22030	12	MO	\$	\$
21.	Dogwood Elementary (314) 12300 Glade Drive Reston, VA 20191	12	MO	\$	\$
22.	Dranesville Elementary (315) 1515 Powells Tavern Road Herndon, VA 20170	12	MO	\$	\$
23.	Dunn Loring Center (267) 2334 Gallows Road Dunn Loring, VA 22027	12	MO	\$	\$
24.	Edsall Park Human Resources Ctr (268) 6815 Edsall Road Alexandria, VA 22151	12	MO	\$	\$
25.	Fairview Elementary (318) 5812 Ox Road Fairfax Station, VA 22039	12	MO	\$	\$
26.	Flint Hill Elementary (319) 2444 Flint Hill Road Vienna, VA 22181	12	MO	\$	\$
27.	Forestville Elementary (323) 1085 Utterback Store Road Great Falls, VA 22066	12	MO	\$	\$
28.	Fort Hunt Elementary (325) 8832 Linton Lane Alexandria, VA 22308	12	MO	\$	\$
29.	Garfield Elementary (330) 7101 Old Keene Mill Road Springfield, VA 22150	12	MO	\$	\$
30.	Glasgow Middle (241) 4101 Fairfax Parkway Alexandria, VA 22312	12	MO	\$	\$
31.	Gunston Elementary (338) 10100 Gunston Road Lorton, VA 22079	12	MO	\$	\$
32.	Halley Elementary (339) 8850 Cross Chase Circle Fairfax Station, VA 22039	12	MO	\$	\$
33.	Haycock Elementary (340) 6616 Haycock Road Falls Church, VA 22043	12	MO	\$	\$
34.	Hayfield Elementary (341) 7633 Telegraph Road Alexandria, VA 22315	12	MO	\$	\$
35.	Hayfield Secondary (220) 7630 Telegraph Road Alexandria, 22315	12	MO	\$	\$
36.	Herndon High (221)	12	MO	\$	\$



**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
	700 Bennett Street Herndon, VA 20170				
	<b>Group 1: Edwards, continued</b>				
37.	Herndon Middle (243) 901 Locust Street Herndon, VA 20170	12	MO	\$	\$
38.	Hollin Meadows Annex 2310 Nordok Place Alexandria, VA 22306	12	MO	\$	\$
39.	Hunt Valley Elementary (343) 7107 Sydenstricker Road Springfield, VA 22152	12	MO	\$	\$
40.	Hunter Woods Elementary (344) 2401 Colts Neck Road Reston, VA 22091	12	MO	\$	\$
41.	Hutchison Elementary (352) 13209 Parcher Avenue Herndon, VA 20170	12	MO	\$	\$
42.	Hybla Valley Elementary (347) 3415 Lockheed Blvd Alexandria, VA 22306	12	MO	\$	\$
43.	Irving Middle (246) 8100 Old Keene Mill Road Springfield, VA 22152	12	MO	\$	\$
44.	Jackson Middle (247) 3020 Gallows Road Falls Church, VA 22042	12	MO	\$	\$
45.	Kent Gardens Elementary (349) 1717 Melbourne Drive McLean, VA 22101	12	MO	\$	\$
46.	Kilmer Center (250) 8102 Wolftrap Road Vienna, VA 22182	12	MO	\$	\$
47.	Kilmer Middle (249) 8100 Wolftrap Road Vienna, VA 22182	12	MO	\$	\$
48.	Kings Glen Elementary (350) 5401 Danbury Forest Drive Springfield, VA 22151	12	MO	\$	\$
49.	Kings Park Elementary (351) 5400 Harrow Way Springfield, VA 22151	12	MO	\$	\$
50.	Lane Elementary (354) 7137 Beulah Street Springfield, VA 22315	12	MO	\$	\$
51.	Lee High (225) 6540 Franconia Road Springfield, VA 22150	12	MO	\$	\$
52.	Lemon Road Elementary (358) 7230 Idylwood Road Falls Church, VA 22043	12	MO	\$	\$
53.	Liberty Middle 6801 Union Mill Road Clifton, VA 20124	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
54.	Little Run Elementary (357) 4511 Olley Lane Fairfax, VA 22032	12	MO	\$	\$
<b>Group 1: Edwards, continued</b>					
55.	London Towne Elementary (413) 6100 Stone Road Centreville, VA 20120	12	MO	\$	\$
56.	Louise Archer Elementary (359) 324 Nutley Street Vienna, VA 22180	12	MO	\$	\$
57.	Mountain View School (270) 5775 Spindle Court Centreville, VA 20121	12	MO	\$	\$
58.	Mt. Vernon High (229) 8515 Old Mt Vernon Road Alexandria, VA 22309	12	MO	\$	\$
59.	North Springfield Elementary (368) 7602 Hemming Court Springfield, VA 22151	12	MO	\$	\$
60.	Oak View Elementary (370) 5004 Sideburn Road Fairfax, VA 22032	12	MO	\$	\$
61.	Olde Creek Elementary (372) 9524 Olde Creek Drive Fairfax, VA 22032	12	MO	\$	\$
62.	Orange Hunt Elementary (373) 6820 Sydenstricker Road Springfield, VA 22152	12	MO	\$	\$
63.	Pine Spring Elementary (357) 7607 Willow Lane Falls Church, VA 22042	12	MO	\$	\$
64.	Poplar Tree Elementary (376) 13440 Melville Lane Chantilly, VA 20151	12	MO	\$	\$
65.	Providence Elementary (421) 3616 Jermantown Road Fairfax, VA 22030	12	MO	\$	\$
66.	Riverside Elementary (378) 8410 Old Mount Vernon Road Alexandria, VA 22309	12	MO	\$	\$
67.	Robinson Secondary (231) 5035 Sideburn Road Fairfax, VA 22032	12	MO	\$	\$
68.	Rose Hill Elementary (380) 6301 Rose Hill Road Alexandria, VA 22310	12	MO	\$	\$
69.	Saratoga Elementary (382) 8111 Northumberland Road Springfield, VA 22153	12	MO	\$	\$
70.	Shrevewood Elementary (383) 7525 Shreve Road Falls Church, VA 22043	12	MO	\$	\$
71.	Sleepy Hollow Elementary (414) 3333 Sleepy Hollow Road Falls Church, VA 22044	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
72.	South Lakes High (232) 11400 South Lakes Drive Reston, VA 20191	12	MO	\$	\$
<b>Group 1: Edwards, continued</b>					
73.	Spring Hill Elementary (386) 8201 Lewinsville Road McLean, VA 22102	12	MO	\$	\$
74.	Stenwood Elementary (387) 2620 Gallows Road Vienna, VA 22180	12	MO	\$	\$
75.	Stone Middle (256) 5500 Sully Park Drive Centreville, VA 20120	12	MO	\$	\$
76.	Thoreau Middle (257) 2505 Cedar Lane Vienna, VA 22180	12	MO	\$	\$
77.	Twain Middle (258) 4700 Franconia Road Alexandria, VA 22310	12	MO	\$	\$
78.	Virginia Hills Center (276) 6520 Diana Lane Alexandria, VA 22310	12	MO	\$	\$
79.	Wakefield Forest Elementary (396) 4011 Iva Lane Fairfax, VA 22032	12	MO	\$	\$
80.	Waples Mill Elementary (397) 11509 Waples Mill Road Oakton, VA 21124	12	MO	\$	\$
81.	Washington Mill Elementary (398) 9100 Cherry Tree Drive Alexandria, VA 22309	12	MO	\$	\$
82.	Waynewood Elementary (399) 1205 Waynewood Blvd Alexandria, VA 22308	12	MO	\$	\$
83.	West Potomac High (234) 6500 Quander Road Alexandria, VA 22307	12	MO	\$	\$
84.	West Springfield Elementary (404) 6802 Deland Drive Springfield, VA 22152	12	MO	\$	\$
85.	Westfield High (233) 4700 Stonecroft Blvd Chantilly, VA 20151	12	MO	\$	\$
86.	Weyanoke Elementary (405) 6520 Braddock Road Alexandria, VA 22312	12	MO	\$	\$
87.	White Oaks Elementary (406) 6130 Shiplett Blvd Burke, VA 22015	12	MO	\$	\$
88.	Wilton Woods Center (278) 3701 Franconia Road Alexandria, VA 22310	12	MO	\$	\$
89.	Wolftrap Elementary (408) 1903 Beulah Road Vienna, VA 22182	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
90.	Woodburn Elementary (409) 3401 Hemlock Drive Falls Church, VA 22042	12	MO	\$	\$
	<b>Group 1: Edwards, continued</b>				
91.	Woodson High (236) 9525 Main Street Fairfax, VA 22031	12	MO	\$	\$
Total Group 1: Edwards (lines 1-91)					
	<b>GROUP 2: Notifier</b>				
92.	Bryant Alternative High (261) 2709 Popkins Lane Alexandria, VA 22306	12	MO	\$	\$
93.	Burke Center (262) 9645 Burke Lake Road Burke, VA 22015	12	MO	\$	\$
94.	Cedar Lane School (264) 101 Cedar Lane Vienna, VA 22180	12	MO	\$	\$
95.	Centreville Elementary (300) 14330 Green Trails Blvd Centreville, VA 20121	12	MO	\$	\$
96.	Crestwood Elementary (311) 6010 Hanover Avenue Springfield, VA 22150	12	MO	\$	\$
97.	Cunningham Park Elementary (308) 1001 Park Street SE Vienna, VA 22180	12	MO	\$	\$
98.	Edison High (217) 5801 Franconia Road Alexandria, VA 22310	12	MO	\$	\$
99.	Fairfax High (218) 3500 Old Lee Highway Fairfax, VA 22030	12	MO	\$	\$
100.	Fairfax Villa Elementary (316) 10900 Santa Clara Drive Fairfax, VA 22030	12	MO	\$	\$
101.	Fairhill Elementary (317) 3001 Chichester Lane Fairfax, VA 22031	12	MO	\$	\$
102.	Forestdale Elementary (321) 6530 Elder Avenue Springfield, VA 22150	12	MO	\$	\$
103.	Forestville Annex (415) 1085 Utterback School Road Great Falls, VA 22066	12	MO	\$	\$
104.	Fort Belvoir Elementary (324) 5970 Meeres Road, Bldg 1700 Fort Belvoir, VA 22060	12	MO	\$	\$
105.	Forte Support Center (416) 6800 B Industrial Drive Springfield, VA 22151	12	MO	\$	\$
106.	Glasgow Village (242) 4101 Fairfax Parkway Alexandria, VA 22312	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
107.	Glen Forest Elementary (331) 5829 Glen Forest Drive Falls Church, VA 22041	12	MO	\$	\$
<b>Group 2: Notifier, continued</b>					
108.	Hybla Valley Annex (346) 3415 Lockheed Blvd Alexandria, VA 22036	12	MO	\$	\$
109.	Key Middle (248) 6402 Franconia Road Springfield, VA 22150	12	MO	\$	\$
110.	Lanier Middle (251) 3710 Bevan Drive Fairfax, VA 22030	12	MO	\$	\$
111.	Longfellow Middle (252) 2000 Westmoreland Street Falls Church, VA 22043	12	MO	\$	\$
112.	Lynbrook Elementary (360) 5801 Backlick Road Springfield, VA 22150	12	MO	\$	\$
113.	Madison High (226) 2500 James Madison Drive Vienna, VA 22181	12	MO	\$	\$
114.	Mantua Elementary (361) 9107 Horner Court Fairfax, VA 22031	12	MO	\$	\$
115.	Marshal Road Elementary (362) 730 Marshal Road, SW Vienna, VA 22180	12	MO	\$	\$
116.	McLean High (228) 1633 Davidson Road McLean, VA 22101	12	MO	\$	\$
117.	Newington Forest Elementary (367) 8001 Newington Forest Avenue Springfield, VA 22153	12	MO	\$	\$
118.	Parklawn Elementary (374) 4116 Braddock Road Alexandria, VA 22312	12	MO	\$	\$
119.	Pimmit Alternative High (271) 7510 Lisle Avenue Falls Church, VA 22043	12	MO	\$	\$
120.	Poe Middle (253) 7000 Cindy Lane Alexandria, Va 22003	12	MO	\$	\$
121.	Quander Road School (272) 6400 Quander Road Alexandria, VA 22307	12	MO	\$	\$
122.	Rolling Valley Elementary (379) 6703 Barnack Road Springfield, VA 22152	12	MO	\$	\$
123.	Sandburg Middle (255) 8428 Fort Hunt Road Alexandria, VA 22308	12	MO	\$	\$
124.	Timber Lane Elementary (392) 2737 West Street Falls Church, VA 22046	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
125.	Whitman Middle (259) 2500 Parkers Lane Alexandria, VA 22306	12	MO	\$	\$
<b>Group 2: Notifier, continued</b>					
126.	Woodley Hills Elementary (411) 8718 Old Mt Vernon Road Alexandria, VA 22309	12	MO	\$	\$
Total Group 2: Notifier (lines 92-126)					
<b>GROUP 3: Simplex, Standard, Pyrotronics, lbm, Ellenco Farraday &amp;FCI</b>					
127.	Annandale Terrace (282) 7604 Herald Street Annandale, VA 22003	12	MO	\$	\$
128.	Annandale Terrace Annex (282) 7604 Herald Street Annandale, VA 22003	12	MO	\$	\$
129.	Armstrong Elementary (283) 11900 Lake Newport Road Reston, VA 20194	12	MO	\$	\$
130.	Baileys Annex (284) 6111 Knollwood Drive Falls Church, VA 22041	12	MO	\$	\$
131.	Beech Tree Elementary (285) 3401 Beech Tree Lane Falls Church 22042	12	MO	\$	\$
132.	Belle Willard Center (260) 10310 Layton Hall Drive Fairfax, VA 22030	12	MO	\$	\$
133.	Bonnie Brae Elementary (288) 5420 Sideburn Road Fairfax, VA 22032	12	MO	\$	\$
134.	Braddock Elementary (289) 7825 Heritage Drive Annandale, VA 22003	12	MO	\$	\$
135.	Bren Mar Park Elementary (290) 6344 Beryl Road Alexandria, VA 22312	12	MO	\$	\$
136.	Bucknell Elementary (292) 6925 University Drive Alexandria, VA 22307	12	MO	\$	\$
137.	Burkholder Center (263) 10700 Page Avenue Fairfax, VA 22030	12	MO	\$	\$
138.	Camelot Elementary (295) 8100 Guinevere Drive Annandale, VA 22003	12	MO	\$	\$
139.	Cameron Annex (296) 3434 Campbell Drive Alexandria, VA 22303	12	MO	\$	\$
140.	Cameron Elementary (296) 3434 Campbell Drive Alexandria, VA 22303	12	MO	\$	\$
141.	Clearview Elementary (302) 12635 Builders Road	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
	Herndon, VA 20170				
142.	Clermont Elementary (303) 5720 Clermont Drive Alexandria, VA 22310	12	MO	\$	\$
<b>Group 3: Simplex, Standard, Pyrotronics, lbm, Ellenco Farraday &amp; FCI, continued</b>					
143.	Clifton Elementary (304) 7010 Clifton Road Clifton, VA 20124	12	MO	\$	\$
144.	Cooper Middle (238) 977 Balls Hill Road McLean, VA 22101	12	MO	\$	\$
145.	Crossfield Elementary (306) 2971 Fox Mill Road Herndon, VA 22071	12	MO	\$	\$
146.	Cub Run Elementary (307) 5301 Sully Station Drive Centreville, VA 20120	12	MO	\$	\$
147.	Deer Park Annex (313) 15109 Carlbern Drive Centreville, VA 20120	12	MO	\$	\$
148.	Deer Park Elementary (313) 15109 Calbern Drive Cerntreville, VA 20120	12	MO	\$	\$
149.	Devonshire Administration Center (266) 2831 Graham Road Falls Church, VA 22042	12	MO	\$	\$
150.	Eleven Oaks Administration Office (269) 10515 School Street Fairfax, Va 22030	12	MO	\$	\$
151.	Falls Church High (219) 7521 Jaguar Trail Falls Church, VA 22042	12	MO	\$	\$
152.	Floris Elementary (320) 2708 Centreville Road Herndon, VA 20171	12	MO	\$	\$
153.	Forest Edge Elementary (322) 1501 Beacontree Lane Reston, VA 22190	12	MO	\$	\$
154.	Fox Mill Elementary (326) 2601 Viking Drive Herndon, VA 20171	12	MO	\$	\$
155.	Franconia Elementary (327) 6043 Franconia Road Alexandria, VA 22310	12	MO	\$	\$
156.	Franklin Sherman Elementary (328) 6630 Brawner Street McLean, VA 22101	12	MO	\$	\$
157.	Franklin Middle (239) 3300 Lees Corner Road Chantilly, VA 20151	12	MO	\$	\$
158.	Freedom Hill Elementary (329) 1945 Lord Fairfax Road Vienna, VA 22182	12	MO	\$	\$
159.	Frost Middle (240)	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
	4101 Pickett Road Fairfax, VA 22032				
160.	Glasgow Annex 4101 Fairfax Parkway Alexandria, VA 22312	12	MO	\$	\$
	<b>Group 3: Simplex, Standard, Pyrotronics, lbm, Ellenco Farraday &amp; FCI, continued</b>				
161.	Glen Forest Annex (331) 5829 Glen Forest Drive Falls Church, VA 22041	12	MO	\$	\$
162.	Graham Road Elementary (332) 3036 Graham Road Falls Church, VA 22042	12	MO	\$	\$
163.	Great Falls Elementary (333) 701 Walker Road Great Falls, VA 22066	12	MO	\$	\$
164.	Greenbriar East Elementary (335) 13006 Point Pleasant Road Fairfax, VA 22033	12	MO	\$	\$
165.	Greenbriar West Elementary (336) 13300 Poplar Tree Road Fairfax, VA 22033	12	MO	\$	\$
166.	Groveton Elementary (337) 6900 Harrison Lane Alexandria, VA 22306	12	MO	\$	\$
167.	Herndon Elementary (342) 630 Dranesville Road Herndon, VA 20170	12	MO	\$	\$
168.	Hollin Meadows Elementary (345) 2310 Nordok Place Alexandria, VA 22306	12	MO	\$	\$
169.	Holmes Middle (244) 6525 Montrose Street Alexandria, VA 22312	12	MO	\$	\$
170.	Hughes Middle (245) 11401 Ridge Heights Road Reston, VA 20191	12	MO	\$	\$
171.	Jefferson Science and Technology (222) 6560 Braddock Road Alexandria, VA 22312	12	MO	\$	\$
172.	Keene Mill Elementary (348) 6310 Bardu Avenue Springfield, VA 22152	12	MO	\$	\$
173.	Lacey Center (273) 3705 Crest Drive Annandale, VA 22003	12	MO	\$	\$
174.	Lake Anne Elementary (353) 11510 North Shore Drive Reston, VA 20190	12	MO	\$	\$
175.	Lake Braddock Secondary (223) 9200 Burke Lake Road Burke, VA 22015	12	MO	\$	\$
176.	Langley High (224) 6520 Georgetown Pike McLean, VA 22101	12	MO	\$	\$



**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
177.	Laurel Ridge Elementary (355) 10110 Commonwealth Blvd Fairfax, VA 22032	12	MO	\$	\$
178.	Lees Corner Elementary (356) 13500 Hollinger Avenue Chantilly, VA 22033	12	MO	\$	\$
<b>Group 3: Simplex, Standard, Pyrotronics, lbm, Ellenco Farraday &amp; FCI, continued</b>					
179.	Longfellow Annex 2000 Westmoreland Street Falls Church, VA 22043	12	MO	\$	\$
180.	Lorton Center (274) 8101 Lorton Road Lorton, VA 22079	12	MO	\$	\$
181.	Marshal High (227) 7731 Leesburg Pike Falls Church, VA 22043	12	MO	\$	\$
182.	Mosby Woods Elementary (363) 9819 Five Oaks Road Fairfax, VA 22031	12	MO	\$	\$
183.	Mount Eagle Elementary (364) 6116 North Kings Highway Alexandria, VA 22303	12	MO	\$	\$
184.	Mt. Vernon Woods Elementary (365) 4015 Fielding Street Alexandria, VA 22309	12	MO	\$	\$
185.	Navy Elementary (366) 3500 West Ox Road Fairfax, VA 22033	12	MO	\$	\$
186.	Oak Hill Elementary (369) 3210 Kinross Circle Herndon, VA 20171	12	MO	\$	\$
187.	Oakton Elementary (371) 3000 Chain Bridge Road Oakton, VA 22124	12	MO	\$	\$
188.	Oakton High (230) 2900 Sutton Road Vienna, VA 22181	12	MO	\$	\$
189.	Ravensworth Elementary (377) 5411 Nutting Drive Springfield, VA 22151	12	MO	\$	\$
190.	Rocky Run Middle (254) 4400 Stringfellow Road Chantilly, VA 20151	12	MO	\$	\$
191.	Sangster Elementary (381) 7420 Reservation Drive Springfield, VA 22153	12	MO	\$	\$
192.	Sideburn Support Center (275) 5025 Sideburn Road Fairfax, VA 22032	12	MO	\$	\$
193.	Silverbrook Elementary (384) 9350 Crosspointe Drive Fairfax Station, VA 22039	12	MO	\$	\$
194.	Springfield Annex (Gen Svs) (279) 6840 Industrial Road Springfield, VA 22151	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
195.	Springfield Estates Elementary (385) 6200 Charles C Goff Drive Springfield, VA 22150	12	MO	\$	\$
196.	Stratford Landing Elementary (388) 8484 Riverside Road Alexandria, VA 22308	12	MO	\$	\$
<b>Group 3: Simplex, Standard, Pyrotronics, lbm, Ellenco Farraday &amp; FCI, continued</b>					
197.	Sunrise Valley Annex (389) 10824 Cross School Road Reston, VA 20191	12	MO	\$	\$
198.	Sunrise Valley Elementary (389) 10824 Cross School Road Reston, VA 20191	12	MO	\$	\$
199.	Terraset Elementary (391) 11411 Ridge Heights Road Reston, VA 20191	12	MO	\$	\$
200.	Terra-Centre Elementary (390) 6000 Burke Centre Parkway Burke, VA 22015	12	MO	\$	\$
201.	Union Mill Elementary (393) 13611 Springstone Drive Clifton, VA 20124	12	MO	\$	\$
202.	Vienna Elementary (394) 128 Center Street Vienna, VA 22180	12	MO	\$	\$
203.	Virginia Run Elementary (395) 15450 Martins Hundred Drive Centreville, VA 20120	12	MO	\$	\$
204.	Walnut Hill Center (277) 7423 Camp Alger Avenue Falls Church, VA 22042	12	MO	\$	\$
205.	West Springfield High (235) 6100 Rolling Road Springfield, VA 22152	12	MO	\$	\$
206.	Westbriar Elementary (400) 1741 Pine Valley Drive Vienna, VA 22182	12	MO	\$	\$
207.	Westgate Elementary (401) 7500 Magarity Road Falls Church, VA 22043	12	MO	\$	\$
208.	Westlawn Elementary (402) 3200 Westly Road Falls Church, VA 22042	12	MO	\$	\$
209.	Westmore Elementary (403) 1100 Berry Street Fairfax, VA 22030	12	MO	\$	\$
210.	Willow Springs Elementary (407) 5400 Willow Springs Road Fairfax, VA 22030	12	MO	\$	\$
211.	Woodlawn Annex (410) 8505 Highland Lane Alexandria, VA 22309	12	MO	\$	\$
212.	Woodlawn Elementary (410) 8505 Highland Lane Alexandria, VA 22309	12	MO	\$	\$

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price	Extension
Total Group 3: (lines 127-212)					\$
<b>TOTAL PART 1: (lines 1-212)</b>					<b>\$</b>

**PRICING SCHEDULE, continued**

Item No.	Description	Qty	Unit	Unit Price
<b><u>PART 2: Labor Rates for Extra Work and Percentage Discount for PARTS</u></b>				
<p align="center">*****<b>MULTIPLE AWARD</b>*****</p> <p align="center"><b>ALL VENDORS RECEIVING AN AWARD IN PART 1 WILL BE AWARDED PART 2</b></p> <p>Indicate your firm's labor rates for providing service and repairs outside the Scope of Annual Testing, Inspections with Fire Marshal and Annual Maintenance for FCPS Fire Alarm Systems equipment under PART 1. Labor rates shall include all direct and indirect costs such as transportation, supervision, general and administrative costs and profit, etc. Ref: Special Provisions paragraph 11.</p> <p>NOTE: The Contractor may be required to provide materials, equipment rental and subcontractors to fulfill the specific requirements of this contract The Contractor will invoice all miscellaneous materials, equipment rental and subcontractors charges, <b>based on the actual cost of the materials (over \$25.00), equipment rental or subcontractors with a mark-up equal to the percentages shown below.</b> No additional costs of any kind will be allowed. Invoices shall be accompanied by work tickets.</p> <p><b>Miscellaneous Materials markup: <u>15%</u></b>  <b>Equipment Rental: <u>10%</u></b>  <b>Subcontractors markup: <u>5%</u></b></p>				
	<b>Labor Rate: Regular Time</b> 7:00 a.m. to 3:30 p.m. Monday through Friday			
210.	7601 Labor Rate, Mechanic - Regular Time	1	HR	\$
211.	7601 Labor Rate, Helper - Regular Time	1	HR	\$
	<b>Labor Rate: Overtime</b> 3:30 p.m. to 7:00 a.m., Monday through Friday, weekends, and holidays			
212.	7601 Labor Rate, Mechanic - Overtime	1	HR	\$
213.	7601 Labor Rate, Helper - Overtime	1	HR	\$
	<p><b>Percentage (%) Discount:</b>  Indicate the % discount offered from regular prices, current at the time of purchase, for parts for all manufacturers listed below. Items on sale, at the time of purchase, will be provided at the sale price or the discounted price, whichever is lower. Indicate whether these items are regularly stocked.</p>			
214.	5403001 Discount offered for Edwards parts: _____%			
215.	5403001 Discount offered for Notifier parts: _____%			
216.	5403001 Discount offered for Simplex parts: _____%			
217.	5403001 Discount offered for Pyrotronics parts: _____%			
218.	5403001 Discount offered for IBM, parts: _____%			
219.	5403001 Discount offered for Ellenco parts: _____%			
220.	5403001 Discount offered for Faraday Parts: _____%			
221.	5403001 Discount offered for FIC parts: _____%			
222.	5403001 Discount offered for Standard parts: _____%			

**PRICING SCHEDULE, continued**

**PART 2: continued**

**TIME OF PERFORMANCE/ DELIVERY:**

Fairfax County requires that response to callout service be made at destination within two (2) hours, after receipt of call (ARO), and delivery of parts be made within 1 day ARO for stocked items and 3 days ARO for non-stocked items. Indicate Response Times **IF** different than specified above.

\_\_\_\_\_ **Hours** after ARO for callout service

Delivery:

a. Stock Items: \_\_\_\_\_ day(s) ARO

b. Non-Stock Items: \_\_\_\_\_ days ARO

*Where no response times are entered, it is understood that response to callout service shall be made at destination within two (2) hours, after receipt of call (ARO), and delivery of parts will be made within 1 day ARO for stocked items and 3 days ARO for non-stocked items*

**CONTACT PERSON:**

List a contact person's name and telephone number for normal County working hours, 7:00 a.m. – 3:30 p.m., Monday – Friday. Answering machines are unacceptable as a point of contact. For emergency calls, outside normal County working hours (nights and/or weekends), list a contact person's name and telephone number, or have a voice mail paging system or answering service. Bidders using a voice mail paging system or answering service, in lieu of a contact person, shall be required to initiate a call back to the sender within 15-25 minutes.

Type of answering system used by your firm: \_\_\_\_\_ Voice Mail Paging, \_\_\_\_\_ Answering Service

**Normal Working Hours**

Name(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

**Emergency Calls**

Name(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

**DO YOU PROVIDE 24 HOURS, 7 DAYS PER WEEK REPAIR SERVICE?** \_\_\_\_\_ YES, \_\_\_\_\_ NO

**CONTRACTOR'S LICENSE:**

Indicate the license number and classification for which your company has been issued a contractor's license by the Board of Contractors of the State of Virginia as defined in § 54.1-1100 of the Code of Virginia.

License Number: \_\_\_\_\_

Class: \_\_\_\_\_

Classifications: \_\_\_\_\_

**RFP CHECKLIST**  
**(Include with Technical Proposal)**

NAME OF OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Name and addresses of both service and administrative representatives (Key Personnel) who would handle this account. \_\_\_\_\_

Service Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(       )

Administrative Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(       )

EMAIL Address: \_\_\_\_\_

A detailed description of cost elements must be submitted as part of the business proposal. \_\_\_\_\_

The following documents which are included in this Solicitation shall be incorporated by reference in the result contract and become a part of said contract: \_\_\_\_\_

- County of Fairfax Acceptance Agreement (Cover Sheet, DPSM32)
- Special Provisions & Specifications
- Appendix A (General Conditions and Instructions to Bidders)
- Appendix B (Pricing Schedule)
- Appendix C (RFP Checklist, BPOL Form, COG Rider, SBE Schedule, Subcontractor's Notification Form).
- Appendix D (Listing of Potential Subcontractors)

Typed name and title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Submission \_\_\_\_\_

**COG Rider for Additional Jurisdictions**

REFERENCE SPECIAL PROVISIONS PARAGRAPH 38, "BIDDERS AUTHORIZATION TO EXTEND CONTRACTS":

<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>
_____	_____	Alexandria, Virginia	_____	_____	Manassas, Virginia
_____	_____	Alexandria Sanitation Authority	_____	_____	Manassas City Public Schools
_____	_____	Alexandria Public Schools	_____	_____	Manassas Park Public Schools
_____	_____	Arlington County, Virginia	_____	_____	Maryland-National Capital Park &
_____	_____	Arlington Public Schools	_____	_____	Planning Commission
_____	_____	Bowie, Maryland	_____	_____	Metropolitan Washington Airports Authority
_____	_____	Charles County, Maryland	_____	_____	Metropolitan Washington Council of
_____	_____	Chevy Chase Village, Maryland	_____	_____	Governments
_____	_____	City of Fairfax, Virginia	_____	_____	Montgomery County, Maryland
_____	_____	Clark County Administrative Services	_____	_____	Montgomery County Public Schools
_____	_____	College Park, Maryland	_____	_____	Montgomery Community College
_____	_____	Culpeper County Public Schools	_____	_____	Northern Virginia Community College
_____	_____	District of Columbia	_____	_____	Northern Virginia Planning District
_____	_____	District of Columbia Public Schools	_____	_____	Orange County Public Schools
_____	_____	Fairfax County Water Authority	_____	_____	Prince George's County
_____	_____	Falls Church, Virginia	_____	_____	Prince George's County Public Schools
_____	_____	Falls Church City Public Schools	_____	_____	Prince William County
_____	_____	Fauquier County, Virginia	_____	_____	Prince William County Public Schools
_____	_____	Fauquier County Public Schools	_____	_____	Prince William County Service Authority
_____	_____	Frederick City, Maryland	_____	_____	Rappahannock County Public Schools
_____	_____	Frederick County Maryland	_____	_____	Rockville, Maryland
_____	_____	Frederick County Public Schools	_____	_____	Shenandoah County Public Schools
_____	_____	Gaithersburg, Maryland	_____	_____	Stafford County Public Schools
_____	_____	Greenbelt, Maryland	_____	_____	Takoma Park, Maryland
_____	_____	Herndon, Virginia	_____	_____	Town of Vienna, Virginia
_____	_____	Loudoun County, Virginia	_____	_____	Upper Occoquan Sewage Authority
_____	_____	Loudoun County Public Schools	_____	_____	Washington Suburban Sanitary Commission
_____	_____	Loudoun County Sanitation Authority	_____	_____	Virginia Railway Express
_____	_____	Madison County Public Schools	_____	_____	Washington Metropolitan Area Transit
			_____	_____	Authority

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Vendor Name

## BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE

All firms located or operating in Fairfax County must obtain a Business, Professional and Occupational License (BPOL) as required by Chapter 4, Article 7, of the Code of the County of Fairfax, Virginia. In order for the Department of Tax Administration to determine your BPOL requirement prior to contract award, it is necessary for you to provide the following information:

- If you currently have a Fairfax County business license, please submit a copy with your proposal.
- Do you have an office in:
 

Virginia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fairfax County	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Date business began/will begin work in Fairfax County

A detailed description of the business activity that will take place in Fairfax County. If business is located outside of Fairfax County, give the percentage of work actually to be done in the County

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Signature	Date
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For Office Use Only:

- Company name and address: \_\_\_\_\_
- Amount of Contract Award \$ \_\_\_\_\_
- Fairfax County Agency: \_\_\_\_\_
- Agency Contact \_\_\_\_\_ Phone No. \_\_\_\_\_
- Company Contact \_\_\_\_\_ Phone No. \_\_\_\_\_
- Nature of business \_\_\_\_\_

**YOU MUST RETURN THIS FORM OR A COPY OF CURRENT FAIRFAX COUNTY BUSINESS LICENSE IN PROPOSAL. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.**



## **SBE SCHEDULE**

The Fairfax County Board of Supervisors has established the following definitions for small and minority businesses:

**Small Business** – A corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross sales.

**Minority Business** – A business enterprise that is at least **51%** owned and controlled by a minority person or persons. Such persons include African Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts; Women (regardless of race or ethnicity); and persons with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, a record of such impairment, or who are regarded as having such an impairment.

**Step 1: Select all categories that apply to your business from this group.**

✓	<i>Business Partner Classification Code/Category</i>
___ (8)	<b>Disabled Person Owned</b> Public Body/Government Agency
___ (9)	<b>Non Profit/Not-for-Profit</b>
___ (D)	<b>Sheltered Work Shop</b> (work oriented rehabilitative facility with a controlled work environment and individual goals that utilizes work experience and related services assisting the handicapped person to progress toward normal living and productive vocational status)

**Step 2: Select the one category that applies to your business from the table below.**

<u>SMALL BUSINESS</u>	<u>LARGE BUSINESS</u>	<u>OWNERSHIP</u>
___ (B)	___ (Y)	<b>Non-Minority</b>
___ (C)	___ (A)	<b>Women-Owned</b>
___ (G)	___ (E)	<b>African American Owned</b>
___ (H)	___ (F)	<b>African American Women-Owned</b>
___ (K)	___ (I)	Hispanic American Owned
___ (L)	___ (J)	<b>Hispanic American Women-Owned</b>
___ (O)	___ (M)	Asian American Owned
___ (P)	___ (N)	<b>Asian American Women-Owned</b>
___ (S)	___ (Q)	<b>American Indian Owned</b>
___ (T)	___ (R)	<b>American Indian Women-Owned</b>
___ (W)	___ (U)	<b>Eskimo/Aleut Owned</b>
___ (X)	___ (V)	Eskimo/Aleut Women-Owned

PLEASE RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE.  
CONTRACT AWARD MAY NOT BE MADE WITHOUT IT.



**COUNTY OF FAIRFAX  
DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
SMALL AND MINORITY BUSINESS ENTERPRISE PROGRAM (SMBEP)  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013**

**Fax: 703-324-3228**

**SUBCONTRACTOR (S) NOTIFICATION FORM**

**Contract Number/Title:** \_\_\_\_\_

**Prime Contractors Name:** \_\_\_\_\_

**Prime Contractor's Classification Code:** \_\_\_\_\_ (from SBE Schedule)

In accordance with the Subcontracting paragraph of the Special Provisions for the above-cited contract, you are required to provide the County with names, addresses, anticipated dollar amount and small/minority classification (use code numbers from previous page) of each first-tier subcontractor. Please complete this form and return it to this office with your bid package. The purpose of determining a subcontractor's small/minority classification, the criteria for both is stated below:

**Please check here if you are not using a subcontractor:** \_\_\_\_\_

SUBCONTRACTOR(S) NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	ANTICIPATED DOLLAR AMOUNT	SMALL/ MINORITY CLASSIFICATION

**PLEASE RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD MAY NOT BE MADE WITHOUT IT.**